



**JOB DESCRIPTION**

Job Title: Facilities Assistant	FLSA Status (HR): Non exempt
Department Name: Administration	Approved By (HR): Dani Goodrum
Reports to (Title): Facilities Director	Date Revised (HR): 7/14/17
Date Prepared: 8/22/2013	Prepared By: Jake Wahrer

**JOB SUMMARY:** Under the direct supervision of the Director of Facilities, the Facilities Assistant is responsible for assisting in maintenance of all grounds, buildings, and vehicles. Duties include electrical, plumbing, janitorial services, and all manner of repairs. The Facilities Assistant also helps to arrange for contract labor and services as necessary.

**REPORTING STRUCTURE:**

**Supervision Received:** Reports to Facilities Director

**Supervision Exercised:** Facilities Coordinator

**CONTACTS:**

**Internal:** Employees, Volunteers, and Clients

**External:** Vendors and Contractors

**JOB QUALIFICATIONS:**

**EDUCATION/EXPERIENCE:**

1. 3-5 years of facilities responsibilities
2. High school diploma or equivalent
3. Skills based training through vocational schooling or equivalent

**SKILLS/KNOWLEDGE/ABILITIES:**

1. Knowledge of basic electrical, plumbing, maintenance, grounds maintenance, janitorial and safety
2. Ability to lift 50 lbs or more
3. Ability to properly utilize power tools and equipment
4. Ability to lift/move furniture if needed
5. Ability to climb ladders, stand, walk, for long periods of time
6. Ability to multi-task, coordinate according to priorities and be well organized
7. Understanding of healthcare or previous healthcare experience

**ESSENTIAL FUNCTIONS:**

1. Help maintain buildings and grounds
2. Assist Janitorial staff as needed.
3. Handle electrical repairs as needed – call in professional electrician as situation demands.
4. Handle plumbing repairs as needed – call in professional plumbers as situation demands.
5. Coordinate delivery and pick up for donated furniture, supplies
6. Perform repair
7. Distribution of deliveries and supplies
8. Other duties as assigned

*The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all duties and skills required in order to perform the work. The health center reserves the right to revise or change job duties and responsibilities as the business need arises. Additionally, this job description is not intended as an employment contract, implied or otherwise, and the Center continues to maintain*

