JOB TITLE: Facility Maintenance Assistant

STATUS: Non-Exempt

DEPARTMENT: Administration

SUPERVISOR: Facility Operations Director

Job Summary:
The Facilities Maintenance Assistant, under the direction of the Facility Operations Director, provides for the maintenance and repair of all agency physical property; including buildings, apartments, grounds and vehicles. Includes; implementing maintenance preventive plans, equipment maintenance, inventory and responding to facility needs in a timely and professional manner.

Job Responsibilities:

**Operational and Support Services:** (85%)
- Support and perform maintenance activities as defined by Supervisor and daily, weekly and monthly work plans.
- Support the implementation of facility maintenance, prevention measures and improvement plans; tasks may include, but not limited to, basic carpentry, sheet rocking, taping, caulking, painting, minor plumbing, landscaping, snow and ice removal and refuse/recycling tasks.
- Implement agency vehicle maintenance and repair schedule; as directed
- Complete facility cleaning; as directed and scheduled
- Identify and report maintenance issues to supervisor in an extremely timely manner
- Support the maintenance of agency tools and equipment and tracking of inventory, as directed
- As requested, responds to emergency calls from Department Directors and resolve issues with Supervisor

**Operations:** (15%)
- Document repairs and maintenance; providing written reports to Supervisor
- Prepare requisitions for maintenance tools, equipment, and supplies, as requested
- Attend Supervisory and Agency meetings, as defined
- Work may include early mornings, evenings and week-ends
- Other duties and responsibilities may be assigned as situations dictate.

Required Knowledge, Skills and Abilities

- Promote Agency Mission and adhere to policies, procedures and guidelines as defined by TCAction and program funders
- Knowledge of building systems i.e.; carpentry, painting, plumbing and heating.
- Basic Computer skills; including knowledge of Microsoft Office Suite programs within 3 months of hire
- Ability to work with diverse groups and individuals; working with staff and residents professionally and respectfully
- Ability to prioritize and complete tasks as assigned
- Bi-Annual satisfactory medical work clearance
- Physical ability to carry out building maintenance repairs and inspections, which includes but not limited to bending, stooping, kneeling, lifting in excess of 50 lbs, climbing stairs/ladders, and proficiency using small power and hand tools.

Minimum Qualifications

- High School Diploma, plus 2 years’ experience in building maintenance, construction, plumbing and related fields.
- Meet TCAction criteria for satisfactory driver’s license in order to use agency owned vehicles; and access to personal transportation for work related activities.

Print Name: ___________________________ Signature: ___________________________ Date: ______________

Position is covered under TCReaction, Local No. 11; Painter’s District Council # 4 bargaining unit.