



JOB DESCRIPTION

Job Title:	Facilities Assistant
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Department: Management
Supervisor: Facilities Manager/ On-Site Association Manager
Hours: Minimum 40 hours per week, on-call and overtime may be mandated
FLSA Status: Non-Exempt

POSITION SUMMARY:

Members of the maintenance team ensure that all mechanical systems and equipment are operations and properly maintained and all common areas are maintained in a clean, aesthetically appealing and disinfected condition.

POSITION RESPONSIBILITIES:

- Routinely inspects and communicates to immediate supervisor as applicable
- Ensures all safety precautions are followed while performing work
- Must be able to properly utilize new equipment and follow safety procedures prior to using this equipment
- Maintains working relationship with community staff
- Painting of all common areas and touch up may be required. Responsible to inspect areas that need paint and advise immediate supervisor.
- Completes daily work orders as scheduled
- Maintains assigned equipment in good working condition
- Properly performs casual labor, such as lifting/moving heavy items as directed by supervisors and following appropriate safety procedures.
- Performs maintenance replacement and repair in areas of carpentry, electrical work, plumbing, mechanical, painting, flooring, and other minor building/community repairs as long as a permit is not required to do the job.
- Maintains records, prepares reports and other duties as assigned by manager.

OPERATING SKILLS, KNOWLEDGE & ABILITIES:

Education/Training:

High School diploma or equivalency preferred

Experience/Knowledge/Abilities:

2 years general building/community maintenance experience is strongly preferred. Strong customer service, communication, time management and interpersonal skills required. Effective verbal and written communication skills required. Ability to respond to emergencies in a timely manner. Ability to work flexible and/or extended hours and weekends based on project requirement.

Physical Requirements:

- Constant need (66% to 100% of time) to be on feet.

Have constant need (66% to 100% of time) to perform the following physical activities:

- bend/stoop/squat/kneel - Perform routine maintenance/repairs, pick up tools and needed equipment
- climb stairs - Service requests, make-ready needs for apartments located on floors other than ground level

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- push or pull - Move equipment, appliances, open and close doors, etc.
- reach above shoulders - Perform routine maintenance/repairs, stock and remove equipment, parts
- climb ladders - Perform routine maintenance/repairs
- grasp/grip/turning - Handle tools and equipment, perform routine maintenance and repairs, phone
- finger dexterity - Handle tools and equipment, perform routine maintenance and repairs
- writing/typing - Inventory maintenance, , interoffice memos, required maintenance reports

Lifting/carrying (supplies, replacement parts, ladders, etc.):

- over 150 lb. - Rare need (less than 1% of time)
- between 75-150 lb. - Occasional need (1% to 33% of time)
- between 25-75 lb. - Constant need (66% to 100% of time)
- between 1-25 lb. - Constant need (66% to 100% of time)

Note: Lifting and carrying of weights exceeding 50 lb. is often best accomplished with assistance from one or more person.

Vision Requirements:

- Constant need (66% to 100% of time) to document maintenance and complete forms, review manuals and operating instructions, read cautionary labels, respond to written instructions from staff and residents. Constant need to see small detail when performing routine maintenance duties.
- Frequent need (33% to 66% of time) to see things clearly beyond arm's reach (oversee assistants, observe problems throughout property.)

Hearing Requirements:

- Constant need (66% to 100% of time) to communicate with home owners, vendors, and staff. Must have listening skills to diagnose needed repairs, etc.

Speaking Requirements:

- Constant need (66% to 100% of time) to verbally communicate with home owners, vendors, and staff.

Driving Requirements:

- Occasional need (1% to 33% of time) to utilize personal transportation.
- Safe driving and maintenance of maintenance carts, where applicable

Working Environment:

- Constantly indoors (66% to 100% of time.)
- Frequently outdoors, all conditions, often for extended periods (33% to 66% of time.)
- Occasional exposure (1% to 33% of time) to paint fumes, solvents, adhesives, etc.
- Frequent need (33% to 66% of time) to work in awkward and confining positions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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DISCLAIMER: This is not an all-inclusive job description; therefore, management has the right to assign or reassign schedules, duties and responsibilities to this job at any time.

Employee Signature

Print Name

Date

Hiring Manager Signature

Print Name

Date

Cc: Personnel File