**Reports To:** Facilities Supervisor

**Primary Accountability:** Responsible for assisting with the general maintenance and repair of facilities to ensure the safe and efficient operation of the organization.

**Primary Duties & Responsibilities:**

1. Responds to and performs work order requests.
   1. Generates new work orders as needed.
   2. Completes work orders utilizing Computerized Maintenance Management System (CMMS).
   3. Assists Maintenance Engineer as needed.
2. Receives and distributes daily deliveries.
3. Maintains facilities campus.
   1. Mows the lawn.
   2. Repairs sprinkler system.
   3. Ensures parking lots and sidewalks are clear of snow and debris.
   4. Sprays for weeds as needed.
4. Performs safety equipment checks.
   1. Inspects fire equipment monthly.
   2. Inspects exit and safety lights monthly.
5. Assists with housekeeping.
   1. Cleans upholstery on chairs.
   2. Spot cleans carpets as needed.
6. Assists with general maintenance tasks:
   1. Knowledge of general plumbing
   2. Knowledge of general carpentry
   3. Knowledge of electrical repair
   4. Knowledge of minor heating, ventilation, and air conditioning
   5. Knowledge of painting tasks
   6. Knowledge of minor roof repair

**General Development:**

1. Requires basic organizational skills, typically to organize own work.
2. Job duties require the ability to work independently and as part of a team.
3. Ability to manage own duties and responsibilities on a fixed schedule without the need for direction or assistance in prioritization is required.
4. Employees are able to effectively select from alternatives to situations encountered on the job.
5. Work requires consideration of the way the work affects other employees outside the department or functional area.
6. Duties require drawing conclusions using inference and logic, which may be different than the conclusions that could be drawn by others.

**Professional & Technical Knowledge:** Possesses a basic level of written and verbal communications skills, computational and computer skills, and mathematical knowledge typically acquired through completion of a high school program.

Job duties require specific knowledge of maintenance processes and practices, typically learned “on the job,” or which may include a series of training sessions that would comprise a few weeks if done consecutively.

**Technical Skills:**

1. Ability to prepare basic correspondence and simple reports in Microsoft Word.
2. Ability to generate, review and close work orders in CMMS System.
3. Ability to create, send and manage email in Outlook.

**Communication Skills:**

1. Job duties require the employee to effectively communicate basic or non-technical information to co-workers and others.
2. Employees are expected to exercise tact and diplomacy in the resolution of mild conflicts or disagreements.
3. Job duties require the effective communication of information in written (including electronic) correspondence.
4. Job duties require the effective communication of information in informal and formal settings.

**Work Environment:** Work is performed in an office environment as well as outdoors. May involve exposure to potential injury, including long exposure to the elements or potentially hazardous conditions

**Additional Job Requirements:** Must have reliable transportation and provide documentation of auto insurance and valid driver’s license as required

**Blood/Fluid Exposure Risk:** Category I: Tasks routinely involve a potential for mucous membrane or skin contact exposure to blood, fluids or tissue. Use of personal protective equipment (PPE), when appropriate, is required

**Typical Physical Demands:**

* Capable of working in extreme cold or hot environment
* Occasional lifting up to 100 pounds
* Frequent bending, walking, reaching and kneeling
* Good eyesight and vision for close work/computer screens
* Ability to communicate in person and on the phone
* Occasional use of the keyboard requiring manual dexterity
* Occasional writing requiring manual dexterity