



**JOB TITLE:** Facilities Assistant

**DEPARTMENT:** Facilities

**REPORTS TO:** Facilities Coordinator

**SALARY:** Part-time \$15.05-17/hr DOE, hours and times may vary to meet organizational needs (including weekends), generally M-F 9:00 am to 2:00 pm.

**JOB DESCRIPTION:** The Facilities Assistant is responsible for assisting the Facilities Coordinator with maintenance and repair projects across all sites. Under the supervision of the Facilities Coordinator, the Facilities Assistant will be responsible for ensuring projects are completed in a timely manner, while maintaining a safe working environment at all times.

**DUTIES & RESPONSIBILITIES:**

- Facilities Maintenance
  - Equipment maintenance – Under the supervision of the Facilities Coordinator, inventory, replace, and repair any facilities equipment as necessary.
  - Ensure all maintenance areas are well organized and that tools and equipment are properly stored.
  - Under the supervision of the Facilities Coordinator, assist with all maintenance projects, which includes general facilities upkeep and repair (i.e. exterior / interior maintenance).
  - May be asked to serve as contact for facility rentals and assist with setup and teardown for events as necessary, securing building after events, etc.

**SKILLS/KNOWLEDGE REQUIRED:**

- Previous experience working with children, parents and community partners
- Strong communication skills both oral and written
- Able to work well with others and independently
- May occasionally be required to perform duties with minimal supervision and must operate out of previously established procedures and guidelines
- CPR and First Aid Certifications (Must be acquired within first 30 days of work)
- Team player
- Innovative
- Respectful and positive demeanor



**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

- Active environment that requires employee to be on their feet for hours a time as well
- Frequent lifting, carrying, pulling, pushing and manipulating of small to large sized objects
- Regular use of ladders
- Occasional use of computers and typing
- Must be physically capable of working for long periods of time in inclement weather
- Will be required to operate: outdoor power equipment and basic hand tools as appropriate.

**DISCLAIMERS:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

BGCGS provides equal employment opportunities without regard to race, color, sex, age, disability, religion, or national origin. BGCGS uses only job-related criteria in making decisions concerning applicants and employees.

All employees are subject to pre-employment background checks.

Signed by: \_\_\_\_\_  
Incumbent Date

Approved by: \_\_\_\_\_  
Supervisor Date