

Tompkins Community Action

an active community can produce powerful change

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 Manager, 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 # 2 bargaining unit.