

JOB TITLE: Facilities Associate
DEPARTMENT: Facilities
CLASSIFICATION: Non-exempt

REVISED: 7/2020

POSITION DESCRIPTION

SUMMARY:

The Facilities Associate is an at-will position that reports to the Facilities Manager. This position will provide support to the Facilities Manager to ensure facilities and vehicles are safe and running efficiently for the agency.

ESSENTIAL JOB FUNCTIONS:

- Plan and prioritize Issue Trak and/or email submissions of maintenance, repairs or service requests
- Professional liaison with staff, vendors, contractors and inspectors relating to maintenance and operation, construction/repair projects, security, safety, licensing, janitorial and grounds maintenance
- Perform monthly and quarterly environmental, vehicle, first aid and emergency bag supply inspections
- Complete follow-up actions for environmental/vehicle inspections
- Inventory supplies and tools – keeping areas clean and organized
- Maintain off-site storage units
- Ensure department's responsibility to achieve Key Performance Indicators related to service provisions are met
- Comply with attendance and punctuality policies as well as all other Common Ground policies and procedures

RELATED JOB FUNCTIONS:

- Assist in special projects including, but not limited to, moving, painting, various clean-ups in and around facilities
- Replenish and/or replace any first aid and emergency bag supplies
- Maintain and ensure all vehicle insurance and registrations are current and vehicles are equipped with proper paperwork
- Assist Facilities Manager in managing vendor contracts, yearly/seasonal renewals, annual and semi-annual preventative maintenance
- Maintain and organize each facility's keys and list of staff assigned keys
- Assist with filling orders, stocking and delivering Personal Protection Equipment (PPE) from Central Supply to appropriate locations
- Perform other job-related duties as assigned

SUPERVISION: None

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE OF:

- Common Ground's programs and services
- Facility related tasks – changing fluorescent lamps, plunging toilets, cleaning sink traps, hanging items, cleaning
- Using hand and power tools

SKILL TO:

- Type, enter data, file efficiently and operate office equipment
- Interact well with departmental staff, individuals being served and vendors
- Demonstrate proficiency in relevant software and applications (i.e. Microsoft Word, Excel, PowerPoint and Outlook)
- Exercise excellent organizational skills, such as time management and attention to detail

ABILITY TO:

- Relate to a diverse population which includes a variety of age, economic and educational backgrounds
- Understand and follow verbal and written instructions



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ABILITY TO: (cont.)

- Communicate effectively, both verbally and in writing
- Be self-motivated, multi-task, and demonstrate good problem-solving skills
- Manage stressful situations in a professional manner

REQUIRED EDUCATION AND EXPERIENCE:

- High School diploma or GED
- Minimum 1-2 years' experience in customer service
- Minimum 3-5 years' experience with HVAC, plumbing, electrical, remodeling, construction, drywall, painting and/or carpentry
- Valid Michigan Driver's License and clean driving record

ESSENTIAL REQUIREMENTS:

Physical Requirements:

Push or pull up to 100 pounds, lift up to 50 pounds and carry up to 25 pounds, as well as standing or walking for long periods of time. The physical demands described are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Environmental Working Requirements:

Work is done in all environments such as an office environment with exposure to computer screens, as well as in the clinical/residential environments. Assignments may require work to be done on an individual basis or in teams with members at various staffing levels. The work environment is that of a crisis center and may subject staff to behavioral and medical events that could be physically hazardous.

Other Requirements:

The ability to work various shifts and irregular hours, such as working on-call shifts, to meet agency's needs.

The agency may in its sole discretion fill this position on a full-time, part-time or contingent basis with the individual best fit to perform the essential functions of the job. The above statements describe the general nature and level of work performed by employees assigned to the title. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Employees in this title are subject to a background check and a pre-employment physical.

Employee Signature

Date

Human Resources Witness

Date