

CENTRAL NINE CAREER CENTER



Job Description

TITLE: FACILITIES ASSISTANT
STATUS: Half-Time 12 Month Position
Non Certified Position
Hourly Position
EVALUATED BY: Facilities Director
APPROVED:

QUALIFICATIONS:

1. High School Diploma required.
2. Have at least three years of experience in facilities/maintenance work.
3. Have excellent integrity and demonstrate good moral character and initiative.
4. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff and administration.
5. Demonstrate the ability to communicate effectively, both orally and in writing, using proper grammar and vocabulary.
6. Unless reasonable accommodations can be made, while performing this job the staff member shall:
 - a. Use strength to lift items to perform the functions of the job.
 - b. Sit, stand and walk for required periods of time.
 - c. Be available at all times for after hour building and grounds emergencies.
7. Pass a Criminal History Background Check

NATURE AND SCOPE OF JOB:

Assists the Facilities Director in carrying out duties of maintaining a facility that is a functional, clean, safe, attractive, and healthy place where students and staff learn and work.

PERFORMANCE RESPONSIBILITIES:

Serve as a backup in the absence of the Facilities Director through a working knowledge of various electrical/mechanical/technical systems.

Assist Facilities Director in repair/maintenance of:

- School facilities, equipment and grounds
- HVAC, Electrical, and Plumbing Systems
- Telephone, voicemail, bells and paging systems
- Door schedules and security cameras
- Snow/Ice Removal

General Duties:

- Set up for all Board meetings and events.
- Other duties as assigned by the Facilities Director.