

Willard G. Pierce and Jessie M. Pierce Foundation, dba

PIERCE CEDAR CREEK INSTITUTE

POSITION DESCRIPTION

TITLE: Facilities Assistant

REPORTS TO: Facilities Manager

INCUMBENT: _____

STATUS: Hourly / Part-time (Non-Exempt), 35 hours a week

DATE: August 2023

Broad Function: The Facilities Assistant is responsible for assisting the Facilities Manager with the maintenance of the Institute's campus buildings, grounds, sidewalks, driveways, parking areas, and equipment. Maintenance includes mowing, weed trimming, snow removal, assisting with building maintenance (heating, cooling, electrical, plumbing, and painting), light equipment and building repairs, and housekeeping assistance as needed.

PERFORMANCE MEASUREMENTS:

- Maintenance of the Institute's facilities, equipment, and grounds.
- Ability to take instruction, complete tasks assigned, and follow through when more than one task is assigned on time and within budget.
- Ability to analyze, report and resolve problems as they arise.
- Maintain Institute safety principles and practices: Ability to identify hazards, assess risk, and take measures to increase the level of safety for the Institute's staff and guests.
- Assist other facilities personnel as needed.
- Uphold the Institute's commitment to environmental stewardship.
- Communicate and works effectively within all levels of the Institute's staff, establishing and maintaining effective working relationships.
- Ensure all visitors and guests are treated with respect.

ACCOUNTABILITY: The Facilities Assistant is accountable to the Facilities Manager.

PRIMARY DUTIES & ACTIVITIES:

- Maintain Institute facilities, equipment, and grounds.
- Assists with preventive maintenance programs and works to keep all Institute equipment and systems operating at maximum energy efficiency.
- Assist the Facilities Manager as needed with computer, audio/visual, and communications systems.
- Maintain records of work performed and conduct periodic inventories.
- Assist with land/trail projects as needed.
- Work with other departments and staff members to address housing, facility, and event setup and clean-up needs.
- Ensure all fire, life safety, and other safety programs are followed.
- Apply herbicides to assigned areas.

- Work with outside vendors and contract workers following existing policies and procedures.
- Assists with janitorial and housekeeping duties in all areas of the Institute's buildings and assists other staff when needed.
- All other duties as assigned by the Facilities Manager.

POSITION REQUIREMENTS:

- Mechanical, building, and grounds maintenance experience.
- Basic skills in the areas of plumbing, electrical, and painting.
- Ability to operate machinery: i.e. tractors, mowers, chain saws, etc.
- Basic computer skills including Microsoft Office and Outlook.
- Ability to analyze and resolve specific problems.
- Ability to work independently and with a variety of people.
- Physical ability to work on ladders and lift up to 40 lbs.
- Commitment to the Pierce Cedar Creek Institute mission.

SUPERVISORY RESPONSIBILITY: May work with and oversee the work being completed by seasonal employees and volunteers.