



Job Title: Facilities Assistant II
Department: Campus Facilities
Supervisor: Campus Facilities Manager
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Job Summary:

Responsible for maintaining a clean and safe interior and exterior environment in various buildings and grounds on campus, perform heavy maintenance and assist staff with various requests to allow for smooth operation of education services.

Principle Duties and Responsibilities:

- Provide professional courtesy to all students, administration, staff, parents, guest and visitors;
- Support evening cleaning crews by maintaining sufficient stock levels of replacement restroom and cleaning supplies;
- Assist building staff with furniture requests/relocations and deliveries between buildings;
- Maintain daily cleanliness of building during work hours to include handling any spills or mishaps some on an emergency basis;
- Keep all egress and ingress areas clear of any obstructions;
- Inspect on a monthly basis all fire extinguishers and emergency lighting and record as needed;
- Handles all heavy maintenance such as burned out bulbs, painting, spackling, ceiling tile replacement, add/change/move paper dispensers; plumbing, HVAC and electrical repairs;
- Oversee common areas, electrical rooms, janitorial rooms and storage areas are clean and safe at all times;
- Assist with exterior cleanup of parking lot, flower beds, playground, etc.;
- Observes condition of campus in general and reports any unusual circumstances;
- Assist other facilities employees with campus wide projects as needed.

Basic Qualifications:

- High School diploma or equivalent;
- Trade skill such as pipefitter, plumber, electrician, HVAC technician, etc.
- Certifications on skilled trades a plus;
- Ability to communicate effectively;
- Knowledge of cleaning equipment and chemicals;



- Reliable transportation;

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Basic Qualifications (cont.):

- Valid driver's license;
- Uses good safety habits at all times;
- Neat and clean appearance;
- Needs to be thorough, reliable, responsible, organized, and flexible. Service oriented.

Basic Physical Requirements:

- Frequent lifting, carrying, pushing or pulling 50+ pounds and constantly moving items correctly and safely;
- Frequent kneeling, bending, crouching and reaching;
- Frequent handling of various sizes and weights of items.

Employees holding this position will be required to perform any other job related duties as requested by school management.