



POSITION DESCRIPTION

Facilities Assistant

SUMMARY:

The Facilities Assistant performs daily facility operations to assist the Facilities Manager and professional staff members including but not limited to mechanical, electrical, plumbing, landscaping, technology, security, fire, and complete facility walkthroughs. The Facilities Assistant position will aid in maintaining a safe and enjoyable facility environment, while serving as a point of contact for emergencies. Other duties may be assigned by the supervisor. New Bethany is seeking a strategic thinker that will bring to the position strong communication and interpersonal skills as well as the technical expertise to serve in a hands-on capacity.

ACCOUNTABILITY:

The Facilities Assistant will report directly to New Bethany's Facilities Director.

SPECIFIC RESPONSIBILITIES:

The Facilities Assistant will:

- Serve as assistant for all construction, renovation, and capital projects.
- Aid in coordinating maintenance and logistics operations, to boost program effectiveness.
- 3+ years' experience in maintenance
- Ambition to acquire the knowledge and experience necessary to grow in a non-profit organization.
- Excellent mechanical aptitude.
- Strong team-building skills.
- A commitment to integrity.
- Self-motivation with a strong ability to work independently or as part of a team.
- An ability to utilize an objective approach to problem solving.
- Excellent communication skills – listening, verbal, written (report writing), and presentation.
- Proficiency in using Microsoft Office Tools or ability to learn.
- A valid driver's license with a good driving record.

QUALIFICATIONS:

- A High School or General Equivalency Diploma.
- A working knowledge of buildings and grounds maintenance including carpentry, electrical, plumbing, and appliance repair.
- Employee must be 18 years or older.
- Employee may not have an Indicated or Founded Child Abuse Offense

GENERAL:

The Facilities Assistant is a full-time, non-exempt employee of New Bethany, Inc. and as such is covered by the applicable portions of the Personnel Policy. Beginning wage is \$20/ hour and includes all eligible benefits.

