

Job Title: Facility Assistant
Section: Facilities
Written by: Ernie Bigelow
Reports to: Facilities Superintendent
Job Titles Supervised: None
Date Written: 02/05/2004; Updated 5-21 -07
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Job Purpose: To assist the Facility Superintendent in all duties including but not limited to: maintaining the up keep of all SVRA buildings, pools, tennis courts, safety equipment, parks, and events.

Job Description:

1. Buildings: assist in the repairs and maintenance, including painting, cleaning, plumbing, construction, and general upkeep.
2. Pools: assist in the upkeep of the pool and pool area.
3. Parks:
 - a. Garbage removal
 - b. Keeping the basketball courts clear of debris and the hoops in good working order.
 - c. Volleyball court cleared of debris, weeds pulled and equipment in good working order.
 - d. Horseshoe pits raked, cleared of debris, weeds pulled and equipment in good working order.
 - e. Play ground area needs constant week control.
4. Tennis courts need to be cleaned weekly, weed control and general upkeep.
5. Assist the Facility Superintendent and the Events Coordinator in the set up and clean up of events.
6. The incumbent will at all time demonstrate cooperative behavior toward colleagues, members, supervisors, and managers.
7. Performs any duties assigned by the Facilities Supervisor.

Job Qualifications:

Knowledge:

Knowledge of general building repair and maintenance is required. Must be able to work independently and be able to follow instructions.

Environment:

Physical Demands:

Carrying, crouching, feeling, fingering grasping, hearing, kneeling, lifting, pulling, stooping, talking, walking and seeing.

Exposures:

Chemicals, explosives, fumes, moving parts, noise, odors, temperatures, toxicants, visual strains, and weather.