

Facilities Assistant

Department: Plant

Reports To: Steve McFeters

FLSA Status: Non Exempt

Job Summary

Support the total maintenance of the facility and grounds, including securing the property. Student worker supervision.

General Accountabilities

- Performs maintenance duties as directed
- Supervises student workers
- Secures buildings and property
- Performs other related duties as assigned by management.

Job Qualifications

- Experience: Related experience.
- Hours: Most Monday through Thursdays 2-6 pm and Most Fridays 4 hours ending 1/2 hour prior to sundown.

Skills

- Excellent verbal and oral communication skills
- Flexibility
- Supervising and managing students
- Problem solving and analysis
- Time management
- Reliable