

Horizon Credit Union — Job Description

Job Title: Facilities Assistant

SUMMARY:

Responsibilities include the maintenance and alteration of equipment, machinery, buildings, grounds and other facilities to ensure professional and comprehensive facilities services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs general maintenance tasks to support the entire company and its subsidiary.
- Detects and reports defective materials or questionable conditions to the department supervisor.
- Performs prescribed preventative maintenance on machinery and the buildings or grounds as required.
- Installs, moves, repairs, and removes equipment and utilities for the branches and administration building.
- Delivers all supplies to branches as needed.
- Keeps in compliance with all current OSHA and WISHA Health and Safety regulations.

SUPERVISORY RESPONSIBILITIES:

None.

PERFORMANCE STANDARDS:

Ability to adhere to schedules and procedures as set out for the job. Day to day, overall appearance of premises and results of efforts to maintain premises.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months' to one year related experience and/or training; or equivalent combination of education and experience. Related work experience may substitute for education.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, technical procedures, governmental regulations and procedure manuals.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

A valid driver's licence is required. Must pass applicable requirements within first six months of employment.

OTHER SKILLS and ABILITIES:

Self-starter with good communication and interpersonal skills, able to work well with people at all levels, with both employees and non-employees. General DIY and maintenance skills. Sound problem solving and organizational skills. Basic PC (Personal Computer) skills – Word, Outlook, Internet/Intranet, Excel or any job related software, as applicable. Must be able to perform but not limited to the following skills: carpentry, plumbing, masonry, minor electrical, machine repair, plant layout, painting, and janitorial.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to stand and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, climb or balance, crawl, and taste or smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

MENTAL DEMANDS:

The mental characteristics necessary to competently perform this job include the need to frequently use reading and writing ability, and perform complex calculations; to frequently use problem solving, resourcefulness, and creativity; to continuously be alert, precise, resourceful, good judgment and initiative.

WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works near moving mechanical parts. The employee frequently works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, extreme cold, extreme heat, and risk of electrical shock.

The noise level in the work environment is usually moderate.