

## **Full-Time Facilities Associate**

### **Position Specific Competencies:**

- Knowledge of proper cleaning supplies and the use thereof for floors, counter tops, toilets, desks, etc.
- Proper operation of buffers, shampooers, etc.
- Basic working knowledge of plumbing, carpentry, electrical repair processes
- Ability and discernment to know when to work independently and when to work as a team
- highly adaptable with a can-do, positive attitude
- Effective communication skills
- Able to lift up to 60 lbs
- Working knowledge of computers to include email and internet

### **Facilities Associate Key Job Responsibilities Include:**

- Ensuring facilities and grounds are aesthetically pleasing, properly cleaned and prepared to meet the operational needs of the daily events and services held on the Bandera Campus
- Ensuring all facilities related equipment, water features and grounds are well maintained and properly functioning
- Working assigned key services and events to provide custodial support and building security once services are over
- Maintaining a positive, aesthetic appearance of the lawn thru properly programmed and well maintained irrigation and regularly scheduled trimming of the plaza.
- Conducting regular checks of all facilities and grounds for proper functioning of equipment, furniture and fixtures and making repairs as necessary.
- Stripping and waxing of floors as assigned
- Providing proper care of carpets, to include spot cleaning when necessary
- Assisting in appropriate budget spending and keeping accurate maintenance records
- Working directly with supervisor to improve procedures, facilities and event coordination
- Assisting facilities supervisor in coordination of staff and volunteers needed to accomplish the primary objective