



Department: Administration	Job Description
Job Description Title: Facilities Assistant	FLSA Status: Non-Exempt
Accountable To: Director of Project Development	Position Status: Grade 11, \$19.11 p/h, M-F Part Time (25 hrs/wk), early morning shift
Prepared By: Administration	Revision Date: July 1, 2024

WE ARE AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

Job Summary:

General facility/office cleaning, minor maintenance, assist with agency vehicles, snow removal and lawn care.

Essential Duties and Responsibilities:

- Clean offices and work areas and perform repair needs in conjunction with cleaning- 50%
Utilize various cleaning equipment and materials including sanitizers to maintain a clean and safe working environment. Satisfactorily complete tasks listed on Janitorial Tasks List.
- Perform minor maintenance tasks- 10%
Identify and correct any maintenance or repair issues that arise, including monthly facility check.
- Assist with Agency Vehicles- 10%
Conduct safety checks, assist with standard vehicle maintenance with outside vendors
- Snow removal during winter months- 30%
Snow removal from sidewalks, walkways and other areas as needed during the winter months. Ability to operate agency truck with snow plow and snow blower.
- Lawn Care during non-winter months-30%
Ability to operate riding lawn mower, trimmer and other yard tools in order to maintain landscaping
- Other duties as assigned and required

Minimum Qualifications (Experience/Education):

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

- One year of experience in general office cleaning and light maintenance work
- Good interpersonal skills
- Well-organized
- Must possess and maintain valid Montana driver's license
- Must possess proof of and maintain personal auto insurance
- Must be insurable under CAPNM's auto liability per insurance carrier's requirements

Physical Demands & Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Continuous standing and walking
- Frequent bending, stooping and squatting
- Full use of hands and arms frequently
- Frequent repetitive movement, especially with hands and arms
- Grasping
- Lifting, carrying, pushing or pulling up to 60 lbs occasionally
- Normal hearing both in conversation and with a telephone
- Frequent speaking in a clear and understandable manner
- Good close, distance and peripheral vision and ability to distinguish colors
- Wear latex/plastic gloves intermittently
- Work in a variety of seasonal weather conditions
- Exposed to annoying odors, pollen, grease and grime
- Exposed to caustic materials, electrical hazards, falling debris, and biohazards
- Frequent washing and use of detergents and cleaning products
- Work requiring attention to detail
- Sometimes working in confined spaces
- Frequently work alone
- Exposed to cleaning products and hand tools
- Occasional climbing to heights of 15 feet
- Some exposure to offensive language, angry clients and threats

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

No description of the responsibilities and performance can fully detail those required for the position. The employee demonstrates a proven commitment to the mission of the Agency and is one from whom thoughtful recommendations and resolutions are expected. They demonstrate a passion for integrity, honest interaction and professional excellence.

They are discreet professionals in handling the important information to which they are entrusted.

THEY MAKE POSITIVE THINGS HAPPEN.