

POSITION DESCRIPTION

POSITION TITLE:	DATE:
Facilities Associate	27 th April 2023
REPORTS TO:	APPROVED BY:
Facilities Manager	Chief Operating Officer
JOB OVERVIEW	
<p>The Facilities Associate will have the overall responsibility of carrying out all routine tasks and projects assigned to the facilities department. He or she will be responsible for conducting repairs around the campus as needed as well as ensuring the day-to-day upkeep and servicing of all buildings and vehicles on property. The Facilities Associate will assist with property management and will serve as a point of contact for the Facilities Manager who will serve as his/her direct report. It is expected that the Facilities Associate will have sound technical and vocational skills and experience in the building trades so as to carry out all related tasks assigned. The Facilities Associate will ultimately aid in ensuring that the property is functional at all times. Basic repairs and upkeeping of equipment, appliances and tools will be required. He or she will also be expected to be a team player, self-motivated, driven and innovative.</p>	
KEY DUTIES AND RESPONSIBILITIES	
<p><u>Key Duties and Responsibilities</u></p> <ul style="list-style-type: none"> • Repairs to equipment, door locks and building structures etc. • Replacement and repair of blown light bulbs or any other malfunctioning/defective equipment/tools/appliances • Monitor and repair minor electrical, plumbing and carpentry/construction issues. • Upkeep and carry out repairs to hardscape to include walkways, patios, walls etc. • Upkeep and cleaning of equipment, tools and vehicles. • Monitoring of plumbing lines to prevent, detect and repair leaks and blockages. • Assist with monitoring, controlling and upkeeping panels and electrical wiring to identify and resolve related issues. • Assist with monitoring and maintaining water tank reserve systems on campus. • Painting walls and structures as needed. • Clean and maintain windows and doors on premises. • Clean and repair roof boxing and guttering system as needed. • Install equipment and appliances as needed. • Work along with and serve as point of contact for staff & professionals dealing with maintenance related projects/assignments/internships. • Assist with mowing of lawn and cleaning of property as required. • Assist with general landscaping and beautification of the campus grounds as needed. • Exhibit and enforce CTI's policies, code of conduct and procedures as it relates to the facilities department. • Maintain safe, clean, and healthy work environment by enforcing best practices, high 	

standards, following procedures and legitimate regulations.

- Provide required reports in a timely manner to Facilities Manager when requested.
- Assist with volunteer projects that pertain to the maintenance and facilities department.
- Assist with checking security systems on property and remedying any potential safety hazards on campus grounds.
- Perform any other duties assigned by immediate supervisor.

KNOWLEDGE & REQUIRED SKILLS

Job Related Competencies & Skills

- Conscientious and ethical
- Self-aware, self-managed and self-motivated
- Able to maintain confidentiality.
- Professional in conduct, deportment and dress
- Displays polished interpersonal, written and oral communication skills.
- Committed to professional development and growth.
- General Knowledge of Microsoft Office and varying email software
- Leadership Skills & ability to work as a team.
- Fully knowledgeable about the organization, committed to the vision and able to represent the organization effectively.
- A driver's license and a good driving record.
- Police Character Reference
- Capable of reading and interpreting technical manuals and drawings
- Experience using hand and electrical tools.
- Sound Problem-solving & troubleshooting skills.
- Ability to work effectively and competently when unsupervised.
- Keen eye for detail
- Reliable and trustworthy.
- General knowledge of plumbing, carpentry, landscaping, HVAC and electrical systems
- Excellent Time Management Skills
- Flexible and Adaptable
- Physical stamina and dexterity
- Successful completion of an apprenticeship is required.

PHYSICAL REQUIREMENTS: Significant standing, walking, moving, driving, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift minimum of 50 lbs.

EXPERIENCE & QUALIFICATIONS

- High School Diploma
- Sound knowledge and skills in the various trades
- Knowledgeable about health and safety regulations

Acknowledged and agreed by:

Date: