

Job Description



Position: Facilities Maintenance Assistant
Department: Facilities Maintenance
Reports To: Facilities Supervisor

Job Summary:

Does minor repairs. Must be capable of using tools. Assists Facilities Supervisor in making major repairs.

Essential Job Functions:

Under close supervision, Assistant will assist in the following tasks:

- Inspects hydraulic, electric, lighting, heating and ventilation equipment and machinery to insure proper and safe working conditions.
- Makes periodic inspections and performs preventive maintenance of all plant hydraulic, electrical, lighting, heating and ventilation systems.
- Makes minor repairs to interior and exterior of building such as walls, floors, lights, roof, and garage. Makes minor repairs to grounds area to include all landscaping, sidewalks, and fences.
- Knowledge in electrical, HVAC and plumbing. Must be able to perform minor renovation tasks such as door installation, framing (metal and wood), drywall installation/finishing and painting.
- Manage records created and received in compliance with the Hampton Roads Transit Records Management Policy and Procedures
- Responsible for maintaining a general awareness of HRT's EMS
- Responsible for handling all related job responsibilities in accordance to HRT's Environmental Policy, relevant EMS Standard Operating Procedures, and Emergency Management Plan

Examples of Duties (Duties listed are not intended to be all inclusive nor to limit duties that might reasonably be assigned)

The building maintenance assistant will:

- Be expected to perform unskilled and semiskilled tasks with little or no assistance or supervision.
- Insure effective working relationships with coworkers and supervisors.
- Provides supervision and training to custodial, grounds, and shelter staff.
- Responsible for keeping maintenance records.
- Assists Supervisor in troubleshooting electrical, heating and ventilation, hydraulic and lighting systems.
- Will assist the Facilities Supervisor in order to get on the job training.
- Performs other duties as assigned.

Required Knowledge, Abilities and Skills essential to Job Functions:

Reports to the Building Facilities Supervisor, and assists in all repairs. Will work outside regular business hours as required.

Qualifications:

Training and/or Education:

High school diploma or GED certificate. Basic mechanical skills, an understanding of tools and their use. Must demonstrate satisfactory communication skills and perform basic math. Experience in using computers.

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Required Experience:

Licenses or Certificates:

None

Special Requirements:

None

FLSA Status:

Non-Exempt

Physical Demands:

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.

Unusual Demands:

Individual will be on call. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work involves meeting multiple demands on a timely basis. Duties may require some seasonal overtime.

This job description summarizes the essential duties required for this position but in no way is inclusive of all duties. Other related duties may be assigned as needed by department head or supervisor. All changes must be requested through the Organizational Development or Human Resource Department.