



***Our Mission -  
To empower women to achieve life changing recovery through proven  
treatment and critical support services.***

**Job Title:** Part-Time Facilities Assistant  
**Reports to:** Manager of Facilities  
**Job Classification:** Non-Exempt

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**Position Summary:**

Assists Manager of Facilities in the operation, repair, maintenance, and construction of facilities, equipment, building, vehicles, and grounds of St. Monica's.

**Job Duties:**

- Coordinates the maintenance and repair of all facilities (interior and exterior) with Manager of Facilities and/or outside contractors.
- Maintains proper documentation for all work completed at each facility, and submits appropriate paperwork to Administration in a timely manner.
- Works with Manager of Facilities to problem solve, prioritize, and respond to all facility requests for repair, upkeep and maintenance.
- Works with Facilities Assistant and program staff in scheduling routine vehicle maintenance (oil changes, tune-ups, etc.) and coordinates repairs as needed. Works with auto repair shops to assure appropriate repairs are completed.
- Assists with maintaining appropriate safety equipment/supplies in each agency vehicle.
- Assists with moving equipment, furnishings, and donations to appropriate location.
- Provides and/or oversees outsourcing of lawn and yard maintenance at each facility.

**General Job Duties:**

- Complete all monthly and Annual Relias online e-learning courses on time, in compliance with state and accrediting organizations training requirements.
- Attend at least two training sessions per year on cultural competency.
- Attends and participates in staff training, work teams, and all staff meetings, as directed.
- Performs other duties as assigned.

**Required Skills/Abilities:**

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to act with integrity, professionalism, and confidentiality.
- Abide by HIPAA and 42 CFR confidentiality requirement which include but not limited to businesses, family members, friends of clients, and other agencies and the public including safekeeping of client identified materials.



A United Way Agency

- Support St. Monica’s Home in the organization’s objective to be a diverse, equitable, inclusive, and accessible workplace.
- Follow all agency and program policies and procedures including philosophy, confidentiality, ethics, and safety procedures.
- Regular and on-time attendance required.

**Position Competencies:**

- Verbal communication
- Written Communication
- Organizational Skills

**Education and Experience:**

- High School diploma, GED, or equivalent certification; experience and skill in household and land maintenance and repair; including heating and cooling systems, appliances, and basic structural status.
- Ability to independently problem solve and follow through with necessary facility repair(s).
- Must be at least 21 years of age.
- Driver’s license and valid insurance required upon hire.

**Physical Requirements:**

- Ability to lift 25 lbs. regularly, climb and descend stairs.
- Ability to lift 80 lbs. occasionally.
- Ability to thrive in a fast paced, deadline-oriented work environment.

***St. Monica’s Home is an equal opportunity employer. We do not discriminate against any employee or applicant for employment on the basis of age, race, religion, color, ethnicity, disability, gender, sexual orientation, gender identity, or national origin.***

<b>EMPLOYEE SIGNATURE:</b>	
<b>DATE:</b>	
<b>SUPERVISOR SIGNATURE:</b>	

<b>Creation Date: 08/2022</b>
<b>Next Review Date: 08/2023</b>