

## Facilities Assistant

### FLSA Classification and Employment Status

Non-Exempt, Part-time

### Reports to

Program Director

### Date

Created: 12/2019 Last Revised: 3/2021

### Schedule

Varies; may include evening, weekends and on-call.

## JOB DESCRIPTION

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### Summary/objective

The Facilities Assistant ensures that the Shelter and Outreach offices are maintained and run smoothly and efficiently. The Facilities Assistant ensures that all agency vehicles and equipment are in good working order, that the physical plant meets all licensing and code requirements, and that the grounds are clean and well maintained. This position involves both outdoor and in office responsibilities.

### Essential functions

*Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

- Maintain up-to-date inventory of all shelter supplies and equipment, and office supplies.
- Responsible for ensuring the maintenance and repairs to vehicles, equipment and facilities are completed in a cost-effective and timely manner.
- Purchase food and supplies for the emergency shelter and agency office supplies as needed.
- Work with vendors to arrange for the maintenance and repair of agency property.
- Communicate effectively with other members of the HLFCC team in order to ensure the most up-to-date information and appropriate follow-up for clients.
- Collaborate effectively with other HLFCC programs and outside agencies to ensure quality service delivery.
- Participate in training as recommended by supervisor.
- Attend supervision, program, and agency staff meetings as assigned.

### Required Education, Experience and Competencies

- High school diploma or equivalent, plus one year experience in facility management capacity.
- Flexibility and maturity
- Ability to lift up to 50lbs and perform work in environments that may experience changes in weather or discomforts associated with noise, dust, dirt and the like.
- Excellent interpersonal skills and ability to function as a part of a team and work in collaboration with outside agencies.
- Ability to provide culturally competent services and work with diverse staff and clientele in an empathetic and non-judgmental manner.
- Strong organizational and written communication skills.
- Valid Texas driver's license access to reliable transportation.
- Familiarity with community-based services in Burnet, Blanco, Llano and Lampasas counties.

### Supervisory responsibilities

None

**Additional eligibility requirements**

- Must pass background check, including fingerprinting clearance
- Ability to work in the United States

**Affirmative Action/EEO statement**

Highland Lakes Family Crisis Center is proud to be an equal opportunity employer. We do not discriminate with regard to race, color, religion or belief, national, social or ethnic origin, sex, age, physical, mental or sensory disability, HIV status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status.

**Other duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by:

Manager \_\_\_\_\_ Date \_\_\_\_\_

Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Employee signature below indicates the employee’s understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_