

ELEMENT CARE JOB PROFILE

TITLE: Facilities Specialist
JOB FUNCTION: Fiscal

EFFECTIVE: 10/13/15
FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

The Facilities Specialist maintains the integrity of all building in an efficient manner, and performs a variety of employee and participant services with positive relations in accordance with operational and safety procedures. Position ensures daily and strategic facility needs are met.

ESSENTIAL RESPONSIBILITIES:

- Receives work assignments, plans and/or generates work to be performed and obtains necessary tools, equipment and materials. Completes assignments and paperwork in a timely manner.
- Provides proper care to the assigned equipment and tools. Keeps work areas and common areas clean, organized and safe.
- Accurately completes requests, repair work and related records for the respective site, as required.
- Maintains logs on preventative maintenance and daily activities, as required.
- Maintains supplies, inventories and deliveries.
- Responds to security and fire alarm issues.
- Effectively communicates to the appropriate party/parties the status, activity and conditions of sites and promptly reports any potential or existing problems.
- Works various shifts, to fill in for other staff, and to work extended hours, nights, weekends and holidays to ensure adequate coverage and perform necessary repairs and maintenance as needed.
- Responds to after-hours emergencies such as flooding, severe weather (including but not limited to snow and ice removal, clearing snow banks) power outage and other related situations including clean-up activities as requested in critical situations.
- Regularly inspects all areas of the sites and communicate deficiencies as well as suggestions for improvements and takes initiative to correct as appropriate.
- Promotes and maintain a high standard in the operation and appearance of the sites including proactive communication, routine follow-up and a high level of customer service.
- Performs other duties as required.

JOB REQUIREMENTS:

- High school degree or equivalent.
- Previous (1-2 years) facilities experience.
- Prior healthcare experience or knowledge preferred.
- Ability to stand, walk, reach and use arms to perform tasks as well as push and pull objects and grasp with hands.
- Ability to use of various machinery and tools, including but not limited to, a snow shovel and/or blower.
- Regularly required to talk and hear and occasionally required to smell.
- Frequently required to sit, stoop, crouch, kneel, crawl, balance, climb stairs and ladders, work at heights and in environments with temperature ranges both while working outside and inside.
- Occasionally required to work around vibration or noise as well as dust.
- Regularly required to lift and/or move up to 50 lbs. and occasionally required to lift and/or move up to 75 lbs. or more.
- Specific vision abilities include close vision, distance vision, color vision and depth perception.
- Involves movement between departments, buildings, and floors to facilitate work.
- Basic skills necessary to operate computer for general day to day work and communication.
- Frequent local travel in personal vehicle.

Signature: _____ Date _____