



FACILITIES ASSISTANT

Reports To: Facilities/Operations Manager
Team/Department: Operations
FLSA Status: Non-Exempt
Hours: Monday through Friday, 9:30 AM – 6:00 PM
Saturdays and evenings-as needed. Hours may change from time to time.
Location: Both Campuses / Amazing Place Central and Amazing Place West

POSITION OVERVIEW

Works as a team supporting the Facilities/Operations Manager, executing daily schedules, providing day porter duties as well as performing routine and preventive maintenance and repair procedures for the facilities as directed.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Check grounds and building for any issues/concerns. Report needs to Facilities/Operations Manager.
- Pick up trash/litter in parking lot, landscape beds, and around perimeter of building.
- Monitor restrooms for cleanliness and assist with re-stocking supplies or cleaning as needed.
- Receive and distribute packages/deliveries. Assist with movement of large or heavy items.
- Check supplies in staff break rooms and notify Facilities/Operations Manager of any supply needs.
- Prepare building for Bo's Place events at west campus outside of AP regular business hours. Assist as needed for successful transition of organizational needs.
- Make occasional trips around Greater Houston area to pick up equipment and supplies.
- Inspect belts and tires, check fluid levels, and overall cleanliness on AP bus quarterly & report any needs to Facilities/Operations Manager.
- Clean bus interior and exterior no less than quarterly. Inspect for any repair concerns and report to Facilities/Operations Manager as indicated.
- Assist Facilities/Operations Manager with state required annual bus inspection and license renewal.
- Respond to emergency maintenance requests.
- Greet and assist outside technicians with facility repairs as requested by Facilities/Operations Manager.
- Complete facility repairs and preventive maintenance tasks as requested by Facilities/Operations Manager i.e. light bulb changes, replacing faucet batteries & aerators, ceiling tile changes, clearing roof drains, carpet cleaning/stain removal, adding water to floor drains, light pressure washing, lubricating gate chains, routine door closure device adjustments, filling sanitizer dispensers, etc. (other tasks as needed that may not be specifically noted here)
- Notify Facilities/Operations Manager of lights out, repairs needed, equipment and/or supply needs, irrigation leaks, or unsafe conditions in a timely manner.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO: (continued)

- Maintain storage rooms in an organized fashion, sweep floors and remove any trash. Discard non-working or broken furniture/equipment with Facilities/Operations Manager approval.
- Inspect fire extinguishers, storage areas, and emergency exit signs monthly. Notify Facilities/Operations Manager of any issues.
 - Confirm items properly stored to be less than 18 inches from ceiling and not impeding sprinkler heads.
 - Confirm no equipment or stored items block access to electric panels or fire panels.
 - Confirm Emergency Supply Closet is well organized, and water supply is not running low. Organize and rotate water supplies in accordance with AP policy.
- Actively seek out and identify projects to improve operational effectiveness and efficiency in a cost-effective manner. Discuss ideas with your supervisor and provide detailed outline of materials and processes required. Once approved, initiate plans to implement changes as agreed upon by your supervisor.
- Other projects as assigned from time to time.

QUALITATIVE DIMENSIONS OF POSITION

To perform the job successfully, an individual should demonstrate the following competencies:

- Fluently speak, read, and write English with good comprehension skills. Spanish language skills are a plus.
- Must have basic computer and math skills.
- Proficient with a variety of technologies including Microsoft Teams, Microsoft Office (Word, Excel), and iPad/iPhone.
- Approaches work with energy and enthusiasm.
- Practices non-judgmental, unconditional acceptance of our Participants.
- Demonstrates warmth and kindness.
- Maintains a cheerful, friendly and positive attitude.
- Demonstrates patience and center-approved techniques to educate and communicate with Amazing Place Participants.
- Speaks clearly and persuasively in positive or negative situations.
- Utilizes listening skills to gain clarification and responds appropriately to questions.
- Upholds organizational values, working with integrity at all times and treating people with respect.
- Demonstrates the ability to adapt to frequent changes, delays, or unexpected events that are endemic to working with the specified population.
- Reacts well under pressure.
- Observes safety and security procedures, reports potentially unsafe conditions.
- Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED

Valid Texas Driver's License, Maintains current CPR, AED Certification.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Possesses solid organizational skills. Understands the concept of being a team player in a work environment where employees consistently come together for the greater good. Recognizes that the unpredictable nature of working with dementia patients could occasionally involve contributing more than your share of the workload to achieve a departmental or participant outcome. Maintains a cheerful communication style, demonstrating the necessary patience to work well with persons who have mild to moderate dementia.

COMPETENCY

Amazing Place's mission is: Empowering lives affected by dementia. Consequently, we feel that in order to fulfill this mission, we must strive to hire employees who possess the following qualities. A successful candidate must be:

- Respectful
- A Team Player
- Flexible
- Trustworthy
- Empathetic
- Considerate

To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent changes, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.

Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

Quantity - Meets productivity standards; completes work in timely manner; strives to increase productivity.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include Close vision and Color vision. While performing the duties of this Job, the employee is regularly required to reach with hands and arms and talk or hear. The employee is regularly required to stand; walk and sit. The employee is frequently required to stoop, kneel, crouch, or crawl.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

At Amazing Place, we celebrate the diversity of our employees and our leadership. Amazing Place is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

HOW TO APPLY: Please send resume with cover letter to Careers@amazingplacehouston.org. All resumes will be reviewed, only those being considered for an interview will be contacted.