

**Tenacre Foundation  
Facilities Assistant**

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**Job Title:** Facilities Assistant

**Ministerial Designation:** Non-Religiously Qualified-non-exempt

**Department:** Facilities and Buildings and Grounds

**Reports To:** Buildings and Grounds Manager and Director of Campus Facilities

**Prepared Date:** 2/19/19

**Summary:** Participates in the Mission and Ministry of Tenacre by supporting the activities of the Buildings and Grounds Manager and Director of Campus Facilities. Works with staff and residents in a spirit of cooperation that supports the mission statement of Tenacre in morality, integrity, honesty and speech.

**Competencies**

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

**Integrity and Ethics:**

Makes decisions and acts with Tenacre's long term interests in mind; is a good listener and approaches work from a basis that is thoughtful and caring; maintains the highest ethical standards; handles confidential information responsibly; is well versed in Tenacre's safety programs, procedures, policies and consistently follows them; makes tough decisions to ensure that safety remains front and center.

**Attention to Detail:**

Is thorough in accomplishing tasks no matter how small; monitors and checks work; plans and organizes time and resources efficiently even under the pressure of multiple demands.

**Team Player:**

Works cooperatively with others toward accomplishment of a shared goal; leverages own strengths and demonstrates understanding of weaknesses in order to most effectively contribute to a project; knows when to lead and when to follow; reinforces the team concept through all actions.

**Demonstrates a Sense of Immediacy and Flexibility:**

Sets high expectations and achieves them regardless of the barriers; demonstrates a passion for one's work - enjoys working hard and is full of energy; can be counted on to get things done on time and with excellent quality and results; adapts quickly, based on Tenacre's changing needs.

**Judgment:** Gets questions answered from appropriate sources; is flexible and adaptable to new priorities and ideas, uses initiative appropriately.

**Apply Functional Knowledge:** Obtains appropriate level of professional skill and knowledge to keep up with current developments in relevant areas. Learns this information and skills quickly.

**Essential Duties and Responsibilities; other duties may be assigned**

- Reports directly to the Buildings and Grounds Manager and Director of Campus Facilities and follows through on all delegated tasks and projects

- Meets with the Buildings and Grounds Manager and Director of Campus Facilities to coordinate and prioritize needs and goals
- Maintains, updates, populates and organizes the following property wide physical and digital documents:
  1. CAD files to include such detail as floor plans, site plans, shut offs, utility layers, communication points and additional data as necessary
  2. Facilities CMMS database software to include work orders, equipment histories, preventative maintenance schedules, inventory tracking and additional data as necessary
  3. Regulatory documents such as permits, administrative zoning waivers, certificates of occupancy, fire certificates, DCA life hazard use paperwork, pressure vessel, backflow preventer and elevator inspection paperwork
  4. MEPs, as-builts, blueprints, floorplans, landscape designs, surveys, site plans, architectural renderings, building and utility photographs and additional documents as needed
  5. Facilities' Outlook calendar, contacts and tasks
  6. Access and key management plan
- Assists the Buildings and Grounds Manager and Director of Campus Facilities by providing clerical functions such as organizing, filing, data entry, printing, copying, faxing, scanning, invoice processing, research, and purchasing
- Utilizes office technology skillfully such as phone and paging systems, copiers, digital cameras, computers and software applications such as Excel, Word, Access, Outlook, Internet Explorer, CAD and TMA.
- Follows proper procedures for submitting purchasing requests within established spending limits
- Assists with scheduling and coordinating accommodation turnovers, Construction Projects' closeout process, campus deliveries, equipment and furniture sales, Fire Team Hot Work requests, and daily pool chemical tests
- Performs outside work, in varying weather conditions, with no physical limitations such as bending, stooping, climbing, and walking
- Safely lifts objects up to 40lbs by one's self.

### **Qualifications**

To perform this job successfully, an individual must be fluent in English and able to perform each essential duty as stated above satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education and/or Experience:**

- Minimum Associates degree or equivalent certification required ideally in construction or science related field
- Demonstrated ability to use 2D AutoCAD for site and floor plans
- Demonstrated excellence with technical and computer skills, including email and text messaging, proficiency with word processing, database and spreadsheet software, internet use, digital camera use, and other office systems
- Experience with CMMS software applications, preferred
- Member of The First Church of Christ, Scientist, preferred

#### **Certificates, Licenses, Registrations:**

- A state issued driver's license