

Facilities and Maintenance Support Worker

POSITION OBJECTIVE: Under general supervision, provide support services to the Facilities and Maintenance Manager and team by providing diverse administrative/office support. Requires judgement and comprehensive knowledge of applicable operations.

ESSENTIAL FUNCTIONS:

- Assisting Facilities and Maintenance Manager and team by completing purchase orders for all services rendered and for any pre-approvals.
- Assisting Facilities and Maintenance Manager and team with obtaining any necessary documents needing to be attached to purchase orders (i.e., W9, invoices, receipts, etc.)
- Calling vendors to schedule site visits and maintain shared calendar of all appointments made.
- Completing monthly fleet log(s) for Facilities and Maintenance Manager.
- Managing requests submitted to the facility@nwfhealth.org email and any database being utilized by the Facilities and Maintenance team.
- Running errands including, but not limited to, picking up items purchased, meeting vendors on-site, visiting facilities, etc.
- Recording and maintaining minutes for each property meeting as well as the weekly facility sheets.
- Ordering items needed by the Facility and Maintenance team.
- Assisting with completing and/or adding documents to Concur, PCard database and any other database used by the team.

This list of essential functions is not intended to be exhaustive. NWFHN reserves the right to revise this job description as needed to comply with actual job requirements.

QUALIFICATIONS:

REQUIRED:

- High School diploma or GED equivalent
- Valid driver's license
- Safe driving record



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SKILLS:

- Ability to handle confidential information appropriately
- Effective verbal and written communication skills
- Ability to travel
- Ability to learn computer skills sufficient to perform all essential functions
- Ability to be sensitive to the service population's cultural and socioeconomic characteristics
- Commitment to effectively and efficiently providing customer service satisfaction with positive service delivery results
- Excellent organizational skills
- Ability to work in a diverse environment
- Excellent interpersonal skills
- Strong attention to detail
- Ability to work flexible hours

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee's Signature

Supervisor's Signature

Date

Date