



## **St. Joseph Housing Commission**

Lake View Terrace Highrise  
601 Port Street  
St. Joseph, MI 49085  
*A Special Place on the Lake*

**Bunni R. Wheeler**  
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### **PART-TIME FACILITIES ASSISTANT**

#### **General Summary**

Under the supervision of the Executive Director, the Facilities Assistant should be a mechanically inclined, hands-on individual who will provide assistance to the Facilities Maintenance Assistant in an array of responsibilities including repair/maintenance duties.

#### **Essential Functions**

The position of Facilities Assistant will assist and support various areas throughout the facilities. The responsibilities will include but not be limited to:

1. Help maintain the day-to-day operations of the building and facilities.
2. Assist in handling building repairs
3. Help schedule repairs and maintenance of the building and/or grounds
4. Sometimes required to work outdoors and in inclement weather
5. All other duties as directed

#### **Employment Qualifications**

The position of Facilities Assistant requires knowledge and experience in the following areas:

Prior facilities maintenance

Must be mechanically inclined

Experience in maintenance, janitorial and repair of building

Valid Michigan Driver's License with a clean driving record

Must be able to work independently and as part of a team,

Ability to occasionally work on-call and on the weekend/holiday as needed

High school diploma or equivalent

#### **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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; talk; hear; and use hands to finger, handle, or feel. The employee is regularly required to reach with hands and arms; stoop; kneel; crouch; and crawl. The employee is occasionally required to climb or balance, and travel to other locations. The employee must frequently lift and or move up to 60 pounds. Specific vision abilities required by this job include peripheral vision and depth perception.

## **Working Conditions**

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

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and all kinds of outside weather conditions. The employee is frequently exposed to insects, fumes or airborne particles and grease and oil from equipment. The employee is occasionally exposed to toxic or caustic chemicals, sharp or otherwise dangerous instruments or equipment and vibration. The noise level in the work environment is usually moderate to loud.