



**JOB DESCRIPTION: FACILITIES/MAINTENANCE ASST.**

**EDUCATION:** High School Diploma or Equivalent

**REPORTS TO:** Director of Plant

**SKILLS:** Computer literacy, strong interpersonal, oral, and written communication skills, excellent telephone skills, commitment to Service Excellence, strong organizational skills, detail oriented.

**PHYSICAL AND MENTAL REQUIREMENTS:** See reverse

**PRIMARY DUTIES:**

- Compile, edit and maintain Excel spreadsheets, SmartSheets, Word documents and meeting agendas for Maintenance Dept.
- Assist with purchase and distribution of office supplies for all WFM facilities
- Receive and distribute deliveries to all departments at the Central location
- Coordinate copier machine maintenance/repairs for all clinics/departments
- Act as a backup for the facilities Coordinator
- Act as a backup for the Courier
- Comply with all regulations related to patient confidentiality
- Assist other department heads as needed

**OTHER DUTIES:**

- Assist Maintenance techs when needed
- Assist with furniture assembly
- Janitorial support
- Conference staging

**PHYSICAL AND MENTAL REQUIREMENTS:**

- Possess a valid Texas driver’s license and appropriate liability insurance
- Visual and auditory accuracy
- Shift length – 8 hours
- Indoor/outdoor setting
- Frequent use of computer
- Long periods of sitting, standing, walking
- Frequent use of telephone
- Continuous repetitive grasping and manipulation of both hands
- Continuous conversational communication
- Frequent reaching, squatting, bending, twisting and climbing
- Frequent carrying or lifting up to 50lbs
- Occasional pushing or pulling up to 200lbs
- Occasionally working in confined, noisy, dusty areas
- Frequent use of personal transportation
- Occasional travel
- Understand/carry out simple/detailed, oral/written instructions
- Memorize and retain instructions
- Read and interpret detailed specifications

**REVIEWED WITH EMPLOYEE:**

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Employee

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Supervisor

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Date