



**TITLE: Facilities Assistant**

**SUMMARY:**

Facilities Assistant position will report directly to the Facilities Manager. This position requires the ability to assist with management of construction or facilities related projects. Responsibilities include timely and satisfactory completion of assigned work orders, event break down & set up, light janitorial/maintenance duties and back up for the General Services Asst. position. This position requires an ability to communicate effectively with staff, vendors and customers to represent the Pentucket Bank in a positive and professional manner. The Facilities Assistant will be required to work Saturdays as needed. Timely and satisfactory completion of all trainings assigned is required.

**DUTIES AND RESPONSIBILITIES:**

Include the following, other duties may be assigned.

- Manage service providers while on site as necessary. Keep appropriate staff informed of their arrival, scope of work being performed and other pertinent information.
- Assist with oversight of internal bank construction/renovation projects as assigned.
- Act as back up to General Services Assistant including courier services.
- Assist with on-going maintenance of all facilities.
- Other duties as assigned.
- Actively participate on committees as assigned.

**SUPERVISORY RESPONSIBILITIES:**

- No internal supervisory requirements.

**QUALIFICATION REQUIREMENTS:**

EDUCATION and/or EXPERIENCE:

Bachelor's degree and/or two years of related facilities experience.

TECHNICAL SKILLS, TRAININGS OR CERTIFICATIONS:

- Proficient in computer skills, Word, PowerPoint and Excel. Experience with inventory control and work order software a plus.
- Experience with facility maintenance preferred including mechanical, electrical and plumbing.
- Ability to move and lift 50 lbs.

## OTHER SKILLS or ABILITIES

- Ability to multitask and service on demand in a friendly and professional manner.
- Clean driving record required.
- Ability to work on ladders required.

## **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; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk and stand. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Ability to complete physical work for short periods during inclement weather a requirement including sweeping, snow shoveling & blowing, distribution of ice melt and mopping.

## **WORK ENVIRONMENT:**

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.

The noise level in the work environment is usually moderate.