



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....: Facilities Maintenance Assistant
DEPARTMENT.....: Houma-Terrebonne Civic Center
DIVISION.....: Operations Department
CLASSIFICATION/GRADE.....: Facilities Maintenance Assistant/101
REVISED.....: 06/2012
REPORTS TO.....: Sr. Facilities Maintenance Assistant
REVIEWED.....: 01/2015
WAGES.....: Hourly

SUMMARY:

Reports to Senior Facilities Maintenance Assistant and assists in the general cleaning and minor repair of the facility; performs set-up, teardown, and clean up for special events.

BASIC FUNCTIONS:

1. Confers daily with supervisor to receive assignments.
2. Performs cleaning and janitorial tasks as required or assigned. These would include, but not be limited to, sweeping, mopping, dusting, trash removal, vacuuming, spot cleaning, washing, stripping and waxing.
3. Makes minor repairs such as painting, patching and replacement of light fixtures and filters.
4. Assists mechanical, electrical and HVAC and other workers as assigned.
5. Performs event set-up, teardown, and cleanup, which would include, but not limited to, setting tables, chairs, staging, and pipe & drape.
6. Notes and reports irregularities or discrepancies to immediate supervisor.
7. Performs related work as assigned.
8. Assist and, at times, supervises part-time temp staff on their job assignments.
9. Job at times requires lifting over 50 lbs and standing for long periods of time, squatting, bending and other physical tasks as required by the event needs.
10. Work hours consist of day, night and/or weekend work based on event schedule.

OTHER REQUIREMENTS:

1. Ability to follow instructions.
2. Must be able to perform janitorial and set-up and teardown assignments.
3. Knowledge of materials, methods and practices in using cleaning supplies and equipment.
4. Ability to perform a variety of minor maintenance tasks.
5. Knowledge of the operation and care of housekeeping equipment.

EDUCATION/EXPERIENCE:

1. High school or equivalent diploma.
2. Must be able to read and comprehend written event instructions sheets for event layouts and details.