

# Facilities Maintenance Assistant

Public Works | Government Buildings



## JOB RESPONSIBILITIES

The Terrebonne Parish Consolidated Government's Facilities Maintenance Technician is responsible for performing manual labor and assisting in building maintenance tasks at various parish buildings and properties.

### JOB OVERVIEW

#### PAY TYPE

Non-Exempt (Hourly)

#### SCHEDULE

Monday to Friday

#### SHIFT

8 a.m. to 5 p.m.

#### LOCATION

Various Locations

#### REPORTS TO

Mechanical Maintenance Supervisor

#### PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)

#### WORK ENVIRONMENT

Indoors and outdoors in various climates and conditions including exposure to noise, heat, cold and dust.

#### EMERGENCY EVENTS

Required to work during emergency events.

#### REQUIREMENTS

Valid Louisiana Driver's License

In this role, the incumbent will be expected assist with the repair and maintenance of buildings and equipment such as HVAC systems, plumbing, electrical, and complete carpentry tasks while adhering to preventative maintenance schedules.

The Facilities Maintenance Assistant will use hand-tools, power-tools, and metering devices to complete repairs, as well as install and remove lighting and electrical components for various functions. The incumbent will also complete assigned work-orders, report issues to the supervisor, and follow safety procedures.

### JOB DUTIES

- Utilize hand tools, power tools, and metering devices to assist in the maintenance and repairs on equipment and government buildings.
- Assist in the repair HVAC systems and follow preventive maintenance schedules for government buildings.
- Conduct routine and preventative maintenance on plumbing, electrical, carpentry, painting, and other general repairs as needed, ensuring maintenance schedules are followed.
- Complete assigned work orders and report any additional issues or required repairs to the supervisor.
- Perform all manual labor to assist the Facilities Maintenance Technician.
- Adhere to departmental safety procedures at all times.
- Perform other duties as assigned by supervisor.

### SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Must be able to work closely with colleagues to ensure that repairs met quality standards and promote an adherence to safety protocols.
- **Time Management:** Must be able to manage time effectively to complete assigned work orders and to address additional issues or required repairs promptly.
- **Analytical Skills:** Ability to identify issues quickly and determine the best course of action for repairs or maintenance.
- **Communication Skills:** Strong ability to communicate clearly to report problems or repair needs, follow instructions, and collaborate with team members and supervisors.
- **Organizational Skills:** Capable of managing and prioritizing multiple tasks to ensure all work is done efficiently while meeting safety and quality standards.
- **Technical Skills:** Proficient in the use of hand tools, power tools, and metering devices for building maintenance and repair. Knowledge of HVAC systems, plumbing, electrical, and carpentry. Basic math skills for calculating materials, measurements, measure areas and volumes, convert units, use ratios for mixing, and perform electrical calculations for installations and repairs.
- **Qualifications:**
  - High school diploma or equivalent (GED) required.
  - Minimum of two (2) years experience in building maintenance or construction.

Questions? No problem!  
Email us at [employment@tpcg.org](mailto:employment@tpcg.org).