



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Facilities Maintenance Assistant (Part-Time)
DEPARTMENT.....:	Public Safety
DIVISION.....:	Juvenile Justice Complex
CLASSIFICATION/GRADE.....:	Facilities Maintenance Assistant/101
REVISED.....:	09/2019
REPORTS TO.....:	Maintenance/Assistant Director
REVIEWED.....:	09/2019
WAGES.....:	Non-Exempt (Hourly)

SUMMARY:

This position is responsible for maintaining the overall building sanitary environment and assist with grounds maintenance at the Terrebonne Parish Juvenile Justice Complex.

BASIC FUNCTIONS:

The Facilities Maintenance Assistant will perform the following task:

1. Keep the inner building clean.
2. Keep the outer building clean.
3. Assist Foreman II if necessary
4. Provide the juveniles with the necessary tools and supplies to keep their living and bathing areas clean.
5. Assist with Facility laundry
6. Will assist the Maintenance Technician where necessary.
7. Comply with all the safety and health rules and regulations.
8. Shall attend any training required and necessary for effective job performance.

OTHER REQUIREMENTS:

1. Shall perform any duties not in this job description but located within the policy and procedure manual and necessary for the smooth operation of the facility.
2. The candidate shall clear a criminal background check conducted by the Louisiana State Police and pass a drug screen.

EDUCATION/EXPERIENCE:

1. High School Diploma or GED Graduate.

****Part-time: approximately 30 hours per week.**