

**Job Description
Facilities Assistant**

Position	Facilities Assistant
Role Overview	<p>Performs daily facility operations at both the office and the in-patient facility to assist the Director of Facilities.</p> <p>Reports to the Director of Facilities</p>
Location	Owensboro, KY
Core Responsibilities	<p>The responsibilities of this position enumerated below, involve significant physical activities including standing, sitting, lifting (up to 50 pounds unassisted), bending, stooping, pushing, pulling, twisting, manual and finger dexterity and eye-hand coordination. May be exposed to infectious waste/diseases, to include but not limited to TB, AIDS, COVID, and Hepatitis B viruses. Must be willing to work beyond normal working hours and on weekends and holidays when necessary.</p> <p>DUTIES:</p> <ul style="list-style-type: none"> - Communicates daily with the Director of Facilities - Supports day-to-day operations, maintenance, and functionality of a building or facility - Other duties as needed
Qualifications Needed	<ul style="list-style-type: none"> - Maintenance experience required - Must be able to pass background checks
Skills Required	<ul style="list-style-type: none"> - Communication Skills: Ability to convey information, both written and verbal, clearly and effectively and be able to work in a team - Must exemplify the core values of HPC, which include: hard-working, thorough, accountable, joyful, lighthearted, humorous, fun, eager to serve with compassion, respectful, encouraging, and empowering to everyone, including self
Compensation & Benefits	Part-time, 20+ hours, with part-time benefits