

## JOB DESCRIPTION

Employee Name

<b>JOB TITLE:</b>	<b>San Antonio Facilities Assistant</b>
<b>DEPARTMENT:</b>	Kerrville Operations
<b>REPORTS TO:</b>	San Antonio Office and Facilities Manager
<b>LOCATION:</b>	San Antonio, Texas
<b>EFFECTIVE DATE:</b>	
<b>CLASSIFICATION:</b>	Non-Exempt

**POSITION SUMMARY:** The San Antonio Facilities Assistant works to monitor and maintain the San Antonio (Sunset) facilities according to Foundation standards.

**PROGRAM MISSION:** San Antonio Operations exists to maintain and protect the San Antonio facilities, infrastructure, and associated Foundation assets while providing outstanding hospitality and service the H. E. Butt Foundation Staff. The core of our mission is focused on the Foundation's four Values: Stewardship, Hospitality, Unity, and Excellence.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the values of Hospitality, Stewardship, Unity, and Excellence.

**ESSENTIAL FUNCTIONS:**

- **Daily Functions:**
  - Check and respond to email in a timely manner
  - Collect Trash and Recycle materials
  - Check/stock employee kitchens and restrooms
  - Clean common outdoor areas; pressure wash as needed and daily wipe down of furniture
  - Landscaping maintenance (includes daily managing of weeds, trimming plants/trees, hand watering, and gathering/removing leaves/sticks/debris)
  - Gate, Door, Window & Security check of the property
  - Monitor campus property including vehicles for vandalism, theft, system failures, unusual conditions, etc.
  - Update assigned tasks in task management system with supporting progress documentation
- **Weekly Functions:**
  - Window cleaning
  - Grocery shopping
- **Ongoing maintenance for:**
  - Landscape
  - Water features
  - Delivery and retrieval of vehicles for preventative maintenance
  - General HVAC maintenance
  - Change light bulbs and clean light fixtures as needed

- Keep rain gutters clear of debris
- Routine maintenance of the building, appliances, and plumbing
- Respond when requested for maintenance needs, and/or emergency assistance
- Prepare conference room spaces for internal and external events
- Assist with improvement projects when assigned
- Maintenance of tools, work areas, parts, and supplies
- Irrigation system monitoring and maintenance
- Perform Pest Control
- Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly
- Building and appliance maintenance as needed
- Fill in at front desk when needed
- Performs other related duties as assigned by supervisor

**QUALIFICATIONS:**

- High School diploma preferred or equivalent work experience
- 1+ years of related experience a plus
- Valid drivers' License
- Ability to obtain an EPA 608 certification
- Must complete OSHA 10-hour training course

**COMPETENCIES-Knowledge, Skills, Abilities:**

- Basic skills and experience in the use of hand and power tools
- Ability to identify maintenance problem areas
- Active listening
- Time management skills in completing tasks
- Ability to recognize visual standards for facilities and grounds
- Knowledge of Personal Protective Equipment (PPE)
- Work unsupervised and meet deadlines

**WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:****Mental and Physical Demands**

Maintain emotional control under stress; work with interruptions and deadlines; walking, standing, stooping, bending, pulling, and pushing, use hands and fingers for typing and to handle controls; reach with hands and arms; occasional: lifting/carrying, pulling/pushing 10-30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Environmental Factors**

Occasional exposure to biological hazards (communicable diseases, bacteria, insects, mold, fungi, etc.). Occasional exposure to weather related conditions when working in outside environment and events. This job operates primarily in a professional office environment mainly in San Antonio, Texas. Will experience occasional outdoor responsibilities. Must be able to work between camp and office facilities on uneven terrain, as needed.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYEE SIGNATURE

DATE

MANAGER SIGNATURE

DATE