



Job Description

Job Title: Facilities Assistant

Department: Operations

Organizational Relationship: Reports directly to the Facilities Manager

Job Description: Assist in the management of the day-to-day operations, suitable working environment and production activities as directed by the Facilities Manager and/or other members of leadership. The following are the duties and responsibilities of the Facilities Manager:

- Through the direction from the Facilities Manager perform maintenance, repairs, installations, improvements particularly in relation to buildings and premises
- Under the direction of the Facilities Manager to arrange and partner with contractors or external providers for work outside the scope of the position
- Oversee utilities and communications infrastructure – ensure that equipment is operational and properly maintained. Report problems to leadership when discovered.
- Assist with essential services such as reception, security, maintenance, cleaning, waste disposal and recycling
- Use of hand tools and machinery as required
- Understand and comply with health, safety and regulatory requirements

Preferred Qualifications: To perform this job successfully the individual must be able to perform each assigned duty and responsibility satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Must read and write English.

Education/Experience/Competency: High school diploma and GED and 2 years of related experience and/or training; or equivalent combination of education and experience.