

<b>Job Title</b>	Facilities Assistant
<b>Short Description</b>	maintenance for our buildings, mail
<b>Full Description</b>	<p>Position Description</p> <p>Department: Facilities Management  Reports to: Facilities Manager  Supervises: None  Skill Level: Level I, Senior</p> <p>Position Purpose</p> <p>The primary purpose of this position is to assist Associated Credit Union in living out its Mission: To offer members financial products that fulfill their needs, service that exceeds their expectations, and relationships that inspire their trust.</p> <p>The primary responsibilities of this position is to create and maintain suitable work conditions of the Credit Union's branch network and ensure that facilities are safe, well-functioning, well maintained, and properly supplied. This position manages building and equipment maintenance schedules, testing of building security systems, and timeliness of mail delivery. The goal is to ensure our branch network is problem-free and safe so members (internal and external) can work and conduct business under the best conditions.</p> <p>Essential Functions &amp; Core Duties</p> <ul style="list-style-type: none"> <li>• Sort incoming and interoffice mail and distribute to team members and department.</li> <li>• Collect all outgoing and interoffice mail from pick up points, process, and distribute it to the local post office or place in courier pouches.</li> <li>• Responsible for all purchasing of office and janitorial supplies.</li> <li>• Maintains inventory control of office supplies, forms, and equipment. Receive supplies and equipment from truck lines and couriers.</li> <li>• Deliver office supplies and equipment to branch offices.</li> <li>• Assist with on-going building and grounds maintenance and cleanliness.</li> <li>• Maintains custodial functions during working hours.</li> <li>• Conducts and documents regular facilities inspections.</li> <li>• Responsible for ensuring that all systems are in proper operational condition: fire &amp; life safety, mechanical, electrical, audio systems, lighting (interior &amp; exterior), and lawn irrigation. Recommends maintenance, mechanical, electrical, and facility design modifications.</li> <li>• First responder when weather is inclement. Responsible for ensuring safe pathways to and from building and ensuring that the branch network has the appropriate supplies.</li> <li>• Make minor repairs or arrange for needed repairs. Deal with restroom and plumbing mishaps.</li> <li>• Assists departments with the records inventory management and the collection of secure trash.</li> </ul>

- Ensure compliance with state and federal regulations.
- Knowledge of OSHA and other environmental regulations.

### Other Duties & Responsibilities

- Responsible for the corporate fleet of vehicles. Maintains each vehicle and insure that all scheduled maintenance is performed by reputable dealer or repair company.
- Assist team members when needed for approved projects and events (i.e. holiday party, Member Appreciation Days, Shred Days, employee cookouts, etc.)
- Maintains records of all building locks and keys.
- Assist with ensuring that the vending services are serviced, replenished, and cleaned.
- Coordinate purchase or leasing as well as maintenance of all copiers.

### Qualifications

Education: A high school diploma or equivalent is required; a Bachelor's Degree in Facility Management, Business Administration, Management, or Engineering is a plus.

Experience: Minimum of one to three years' experience in facility management or related field. Must have a working knowledge in construction, maintenance, and all facets of facility operations. Must be proficient with the Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook), and a knowledge of project management tools is preferred.

### Core Competencies:

- Project Management: ability to develop project plans (including detailed timelines, assigned responsibilities, and manage resources) that lead staff to complete projects on time and within budgetary guidelines.
- Problem solving: identify problems in a timely manner, research and develop alternative solutions, and resolve problems in early stages. Must be capable of breaking problems into component parts and addressing each individual issue in order to develop an appropriate thorough solution.
- Teaming: ability to work well with all levels of personnel from different departments within a team environment to accomplish objectives and implement applications, products, and services.
- Communication/Interpersonal Skills: ability to keep stakeholders informed through proactive methods and reporting performance to help decision-making.
- Decision-making/judgment: ability to make prudent decisions that are timely, well researched, reflect awareness of impact, and are consistent with ACU's strategic objectives and are in line with accomplishing goals.
- Time Management: effectively prioritizes tasks to use time efficiently and attend to a broad range of activities. Ability to manage projects efficiently and effectively and handle shifting priorities and carry-on through task completion.
- Professionalism: takes the initiative and maintains effective work

habits.

Operational Requirements:

- Must have a valid Georgia's driver's license and pass Department of Motor Vehicles check.
- Ability to physically, stand, bend, squat, and lift up to 50 pounds.
- Capable of climbing and working on a ladder.

Performance Metrics

- Effectiveness in coordinating tasks with diverse business and support areas.
- Proactive and responsive to requests and ability to complete job tasks in a timely manner.
- Consistency and thoroughness in quality of work.
- Weekly work-schedule compliance. Ability to schedule and complete work for members.
- Complete 90% proactive maintenance inspections and work orders on time.
- Cooperation/teamwork demonstrated in carrying out assignments. Manage multiple tasks simultaneously while maintaining a positive and constructive attitude.
- Staff readiness for increased responsibilities.

<b>Education</b>	High school
<b>Additional Comments</b>	
<b>Credit Union</b>	Associated Credit Union
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<b>Expiration Date</b>	03/15/2023