

JOB DESCRIPTION: Facilities Assistant – Part Time

This position requires the applicant to work at a desk, with some non-office (non-desk) related work as well.

Work Schedule: 20-29 Hours/Week. The applicant must be available to work between four to six hours a day (during the hours of 8AM to 5PM) Monday through Friday. Although rare, there may be times when the ability to work a flexible work schedule will be needed.

Hourly Pay: 12.08

Job Summary:

This position will ensure event scheduling, fleet management, and facilities coordination are completed in a timely, accurate, and professional manner for all locations operated by the Southwest Technical College.

Essential Functions:

1.	Coordinates with partners to schedule external events held at the college.
2.	Coordinates with college departments to schedule areas used for instruction, hands-on training, meetings, and other internal events.
3.	Oversees the scheduling and use of college vehicles.
4.	Tracks vehicle mileage and assigns financial responsibility to the appropriate departments.
5.	Oversees the scheduling of vehicle cleaning and maintenance.
6.	Coordinates with outside entities related to general fleet management, including vehicle accidents, insurance, and registration.
7.	Manages employee defensive driving records.
8.	Provides regular updates to college personnel and external partners about upcoming events and projects.
9.	Facilitates the sale of college surplus items.
10.	Processes vendor payment requests related to the facilities department.
11.	Schedules outside contractors to complete construction and maintenance work at the college.
12.	Attends weekly facilities meetings.
13.	Attends & documents quarterly safety committee meetings.
14.	Updates the college’s Emergency Operations Manual on a regular basis.
15.	Communicates effectively with all college personnel and customers.
16.	Performs other related duties as required.

Qualifications:

To perform at a proficient level and to be fully qualified, a person would be expected to have:

1.	Education:	High School Diploma or equivalent required, some college preferred.
2.	Specialized Skills/Knowledge:	<ol style="list-style-type: none"> 1. Must have a good working knowledge of computers, including: <ul style="list-style-type: none"> • Microsoft Word. • Excel programs • Google suite. 2. A positive, self-motivated/directed, detail oriented problem solving attitude is critical: <ul style="list-style-type: none"> • Must have the ability to work with limited supervision in a highly interpersonal contact environment have the ability to deal effectively with stress caused by work load responsibilities and specific deadlines. • Must have the ability to prioritize responsibilities and tasks to meet the changing demands of the department. • Must have the ability to identify problems and solutions. • Be quick to learn new approaches and processes. • Take the appropriate action when situations arise to help streamline the processes to ensure the facilities department increases in efficiency and reduces budgetary waste. 3. Must have the ability to communicate effectively; to develop effective team working relationships with supervisors, co-workers, students, and the public to accomplish the College Mission. 4. This position will require the employee to work at a desk and complete some non-office (non-desk) related work as well. The employee must be available to work between four to six hours a day (during the hours of 8AM to 5PM) Monday through Friday. Although rare, there may be times when the ability to work a flexible work schedule will be needed.
3.	Experience:	Related experience is desired but not required.
4.	Background Check:	Must be able to pass a background check

Environmental Factors:

Conventional Educational Environment. In some programs, employees may occasionally be exposed to cleaning chemicals, and the hazards associated with respective industry equipment.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employee being assigned to this classification; they are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Disability Accommodation:

Southwest Technical College provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Individuals with disabilities desiring an accommodation for the interview or selection process should contact the College at least 48 hours before the accommodation is needed.