HARRISBURG AREA COMMUNITY COLLEGE  
CLASSIFICATION DESCRIPTION  

CLASSIFICATION DESCRIPTION TITLE: FACILITIES MANAGEMENT ASSISTANT  

| CLASSIFICATION SUMMARY: | FLSA STATUS:  
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<td>Responsible for performing general unskilled and semi-skilled labor. Work is primarily of a routine and defined nature such as general cleaning of facilities, floors and carpets; grounds maintenance; event set-up; and/or minor and routine maintenance and repairs of buildings.</td>
<td>Non-Exempt</td>
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<th>TYPICAL CLASSIFICATION ESSENTIAL DUTIES:</th>
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<td>(These duties are a representative sample; position assignments may vary.)</td>
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| 1. | Illustrative only – not inclusive of every task assigned to a position.  
| 1. | Performs routine facility maintenance which may include: cleaning and sanitizing various surfaces; sweeping, mopping, vacuuming, and polishing floors; dusting and polishing furniture; and emptying trash and recycling bins.  
| 2. | Operates a variety of light equipment to assist with maintenance of facilities and grounds, including yard work and snow removal.  
| 3. | Sets up and breaks down rooms for meetings/events as requested.  
| 4. | Attends weekly meetings and trainings to ensure timeliness of schedules and safety with chemicals.  
| 5. | Performs spot checks of inventory and orders supplies as needed.  
| 6. | Performs basic security routines including opening and closing buildings, and responding to emergency needs when necessary.  
| 7. | Repairs and maintains assigned equipment; ensures operational safety.  
| 8. | Performs minor maintenance duties, including replacing light bulbs, fixing minor leaks, and hanging various items.  
| 9. | Performs other duties as assigned. |
Training and Experience (positions in this class typically require):
Ability to read, write and follow instructions. No specific experience required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):
Licensing Requirements *(legally required)*:
- Valid Driver's License.

Knowledge (position requirements at entry):
Knowledge of:
- Assigned department operations and functions;
- Cleaning and maintenance principles and practices;
- Maintenance and cleaning equipment.

Skills (position requirements at entry):
Skill in:
- Operating a variety of maintenance related equipment;
- Applying cleaning and maintenance principles;
- Following oral and written instructions, policies, and procedures;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:
Positions in this class typically require: kneeling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.

Exerting up to 50 pounds of force frequently.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, and extreme temperatures.

NOTE:
The above job classification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:
Date created: (08/08/2007)
CLASSIFICATION DESCRIPTION TITLE: FACILITIES MANAGEMENT ASSISTANT

____________________________________  __________________________
Signature of Employee                   Date

____________________________________  __________________________
Signature of Supervisor                  Date