



CAREER OPPORTUNITY

FACILITIES ASSISTANT Full-time

Department: Maintenance

Status/FLSA: Full-time, Non-exempt

Work Schedule: Monday-Friday, 7:00 a.m.-4:00 p.m.

However, must be flexible as schedule requires being on-call for nights and weekends.

Reports to: Facilities Coordinator

Pay Rate: \$22.30/hour

Benefits: Excellent benefits package

SUMMARY

Under the direction of the Facilities Coordinator, the Facilities Assistant is responsible for the timely maintenance, inspection and repair of all CAT properties, facilities and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Will repair, overhaul and maintain all electrical systems and equipment associated with buildings and structures. Paint, carpentry, plumbing and any other related maintenance.
- Will install, repair and overhaul all shop equipment, hydraulic and electric vehicle lifts, electric motors, pumps, presses, shear, sweepers and all other units within all CAT properties and facilities.
- Will conduct preventative maintenance inspections and service on hoist, doors, bus washer, air compressors and other units as required by manufacturers and DOT.
- Communicates with co-workers, management, and others in a courteous and professional manner.
- Conforms with and abides by all regulations, policies, work procedures, and instructions.
- Conforms to all safety rules and wears/uses all appropriate safety equipment.
- Responsible for assisting with Technicians, Service Station Employees, and Support Staff who are engaged in the maintenance and repair of vehicles, equipment and facilities.
- Reports and records equipment defects to Transit Facilities and Amenities Supervisor.
- Maintains records of repairs and daily reports according to established procedures.
- Performs related work as assigned.

REQUIREMENTS:

- High school diploma or equivalent (GED) required.
- Five (5) years documented experience in facilities maintenance and lawn care.
- Must possess a valid Georgia driver's license.
- Must be certified in repair and maintenance of high voltage electrical systems.
- Ability to effectively communicate orally and in writing.
- Ability to maintain a clean work area.
- Ability to work with commercial cleaners and toxic materials.
- Ability to operate a drill press, grinders, presses and similar shop equipment.
- Ability to operate high lift equipment.
- Ability to interpret diagrams, schematics and building plans.

- Ability to troubleshoot complex electrical and mechanical equipment and systems.
- Must complete and sign the CAT employment application in its entirety.
 - An unjustified refusal to supply requested information or a falsification of information will result in the elimination of the applicant for consideration for employment.
- Must provide a complete and verifiable employment history. Employment history must be verified with all employers listed on the application and must include the past 10 years of employment, when applicable.
 - You must sign a background release form.
- Must undergo a pre-employment drug test and DOT physical by a company appointed facility and receive clearance.

COMPUTER SKILLS:

- Ability to perform basic computer tasks.

WORK ENVIRONMENT:

- Ability to work with minimal supervision
- Ability to work as part of a team

PHYSICAL DEMANDS:

- Ability to bend, stoop, walk, stretch, kneel, and lift 75lbs.
- Ability to work in excess of 45 feet above ground.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This job description in no way states or implies that these are the only duties to be performed. A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents(s) will possess the abilities and aptitudes to perform each duty proficiently.

NOTE: Due to the nature of this work, employees in this position must comply with all requirements of the Federal Transit Administration (FTA) regarding the testing of safety sensitive employees for drug and alcohol use.

DISCLAIMER STATEMENT

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so qualified.

This document does not create an employment contract, implied or otherwise, other than an “at-will” employment relationship.

TO APPLY: E-mail resume to hr@catchacat.org. Please state the title of the position applying for in the subject line of the email.

**EOE M/F/D/V
A drug-free workplace**