



## Facilities Maintenance Assistant

**PROGRESSION OF SUPERVISORS:** Maintenance Manager, Director of Greenhouse Operations, Managing Director, Vice President, President

**JOB SUMMARY:** Work as a team to maintain, install, repair and build greenhouse structures and equipment as assigned. Support Four Star Greenhouse's Mission Statement in all job related functions.

### **ESSENTIAL FUNCTIONS:**

1. Maintain existing structures through preventative maintenance, repairs, upgrades, etc.
2. Complete construction projects as assigned.
3. Track project status, report challenges that arise or deviations from the specifics of the assignment. Use imagination and creativity to express new ideas.
4. a. Act as team leader when assigned to work with others on a project by giving instructions or training as needed to complete the assignment.  
b. Check on the progress of others and is responsible for the overall success of the project(s).  
c. Report to Maintenance Manager any issues or conflicts with employees.
5. Maintain all tools and equipment to keep them in excellent working condition.
6. Follow preventative maintenance schedule(s) independently.
7. Organize and complete maintenance logs.
8. Available "on-call" for maintenance challenges as needed or as assigned.
9. Assists subcontractors and other departments as assigned.

### **ESSENTIAL WORK HABITS:**

1. Anticipate safety risks and independently follows all safety precautions related to each task. Set a positive example for safety.
2. Independently clean up after all projects and keeps tools, supplies & working areas functional and organized. Follow all sanitary procedures to meet company cleanliness and organizational standards.
3. Demonstrate a high level of initiative. Act proactively to prevent/solve problems.
4. Adjust schedule as needed based on workload. IE- willing to work more or less hours depending on the needs of the department.
5. Prepares in advance by having clothing and footwear suitable for indoor or outdoor work as needed.
6. Demonstrate the ability to maintain a positive and cooperative attitude with all fellow employees. Promote positive morale in your department working effectively as a team leader.

### **ESSENTIAL SKILLS:**

1. Troubleshoot and perform mechanical maintenance and repairs.
2. Learn and master new skills relevant to maintenance of any/all equipment and facilities.
3. Effectively train employees on the safe use of equipment and how to safely accomplish specific tasks as needed.



**QUALIFICATIONS:**

1. Has basic education or equivalent experience with multiple facets of basic maintenance.
2. Two (2) years prior experience in facility maintenance or equivalent education.
3. High School Diploma or equivalent.
4. Valid driver license.
5. Must be able to speak and read English because all instructions/guidance will be written or verbally delivered in English.

**BENEFICIAL SKILLS:**

1. Prior experience operating; aerial lifts, hi-lo and/or small landscaping equipment including skid steer.
2. Plumbing and/or Electrical and/or Carpentry.
3. Welding skills to build or repair as needed.
4. HVAC.

**PHYSICAL ASPECTS:**

1. Employee will be exposed to the sun and/or high intensity lights.
2. Employee may be exposed to temperatures that can be at or 10-20 degrees above outside temperature.
3. Employee may be exposed to inclement outdoor weather.
4. Lifting a minimum of 50lbs.
5. Employee will be expected to do a fair amount of walking, standing in one place, climbing ladders, using power tools, pulling or pushing equipment, etc.
6. Employee may work in wet and slippery environments.