

Part-time Facilities Associate

Job Reporting Relationships

Supervised by: Vice President, Chief Operating Officer

Supervises: None

Basic Qualifications

Education/Training: A high school diploma or equivalent preferred.

Skill(s): Basic reading and writing skills; carpentry, and basic electrical and plumbing skills; ability to stand, bend, stoop, reach, climb, and lift items weighing up to 50 lbs.; visual and auditory skills. Basic email and MS Office skills preferred. Valid driver's license and vehicle.

Experience: None required.

General Responsibilities

Responsible for general maintenance of all physical locations (currently eight). Schedule is flexible, generally 20 hours per week, Monday-Friday, between the hours of 8:00am – 5:00pm. Occasional evening or weekend hours could be necessary if work is required in a customer facing area. Valid driver's license and vehicle required.

Essential Duties

1. Performs various maintenance duties of which the following are illustrative:

- A. Informs supervisor and office of any problems or needed repairs.
 - B. Using a periodic punch list, checks the following at all locations for security and repair: windows, walls, doors, ceilings/panels, flooring, lights, operation of heating units, plumbing, HVAC, etc.
 - C. Performs general plumbing, electrical, and carpentry work and interacts with third party service technicians/maintenance professionals as requested.
 - D. Performs miscellaneous painting, i.e., outside metal doors, railings, parking lots, touch-ups, trim, bank owned residential apartments, conference rooms, offices, etc.
 - E. Maintains equipment, i.e., orders and replaces internal and external light fixtures, light bulbs, ballasts; repairs fixtures; performs furniture repairs and assembly as needed.
 - F. Moves and maintains custodial supplies for custodial staff and vendors as requested.
 - G. Mounts wall hangings (i.e. bulletin boards, shelving, advertising, pictures, whiteboards, etc.) as requested.
 - H. Performs routine ground maintenance; clears snow and ice from sidewalks, steps, and parking lots and lays rock salt when needed to support service. Maintains small flower bed and weeds at Boyertown location.
 - I. Performs light cleaning/custodial responsibilities for stairwells, elevator and some windows.
- 2. Abides by the current laws and organizational policies and procedures designed and implemented to promote an environment which is free of harassment and other forms of illegal discriminatory behavior in the work place.
 - 3. Cooperates with, participates in, and supports the adherence to all internal policies, procedures, and practices in support of risk management and overall safety and soundness.
 - 4. Reports pertinent information to the immediate supervisor as requested, or according to an established schedule; compiles information as necessary or as directed and provides data to appropriate Bank personnel.
 - 5. Responds to inquiries relating to his/her particular area, or to requests from customers, other Bank personnel, etc., within given time frames and within established policy.
 - 6. Ensures that Bank facilities are secured when leaving the premises.

Ancillary Duties

1. Contributes to the team by willingly participating in all assigned duties and responsibilities, as well as additional tasks which may be delegated or requested.

Job Location

1. All offices, all floors
2. Indoors and outdoors

Equipment/Machines

1. Various hand tools
2. Various power tools
3. Ladder
4. Broom/Mop
5. Ladder
6. Snow blower
7. Shovel
8. Vehicle