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| JOB TITLE: | Facilities Assistant | RATE OF PAY: | \$19.25/hour |
| DEPARTMENT/GROUP: | Facilities | SCHEDULE: | Full Time |
| Position Type: | Full Time 40+ hours per week | DATE POSTED: | 01.27.2025 |
| APPLICATIONS ACCEPTED BY: | | | |
| FAX OR EMAIL: Fax number: 585-494-8371 E-mail: hr@libertypumps.com | | MAIL OR IN PERSON: Liberty Pumps 7000 Apple Tree Avenue Bergen, New York 14416 Attn: Human Resources | |
| JOB DESCRIPTION | | | |

Qualifications and Education Requirements

High school diploma or equivalent; further education or certifications in facilities management, building maintenance, or a related field is a plus. Previous experience in a facilities support, or maintenance role is preferred.

Summary of the Position

The Facilities Assistant will support the smooth and efficient operation of our workplace by assisting with maintenance, office setup, repairs, and other essential services. You will play a key role in ensuring that our office environment is safe, clean, and well-maintained for all employees and visitors.

Essential Responsibilities

1. **General Maintenance & Repairs:** Assist with the upkeep and maintenance of the building, including minor repairs, troubleshooting, and addressing maintenance issues (lighting, plumbing, HVAC, etc.).
2. **Inventory Management:** Monitor and replenish stock for facility supplies (e.g., cleaning products, kitchen supplies, etc.) and assist with ordering new materials as needed.
3. **Safety & Security:** Support the Facilities Manager in maintaining building safety protocols, including fire safety procedures and ensuring emergency exits are clear and accessible, this will include snow removal.
4. **Cleaning & Janitorial Services:** Ensure cleanliness of all areas, restrooms, and other common spaces. Coordinate with cleaning services when necessary.

5. Event & Meeting Support: Assist with setting up equipment, furniture, and supplies for meetings, conferences, and company events.
6. Vendor Liaison: Assist in coordinating with external contractors, suppliers, and service providers for building services (e.g., cleaning, landscaping, repairs).
7. Preventative Maintenance: Assist in performing routine inspections of office equipment, HVAC systems, lighting, and other facility-related systems.
8. You will be expected to operate according to ISO 9001 requirements.
9. Held responsible and accountable to follow safety guidelines, maintain a clean and organized work area, and use good safety judgment. Expected to report all unsafe activities and conditions to the Supervisor and/or Safety Representative.
10. This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the member for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Experience/Skills/Abilities

Basic knowledge of office equipment, tools, and safety procedures. Strong organizational skills and attention to detail. Ability to lift and move items, as well as perform physical tasks. Excellent communication and interpersonal skills, with the ability to work well with colleagues and external vendors. Ability to prioritize tasks and manage time effectively in a fast-paced environment.

Physical Requirements

Moderate physical activity performing somewhat strenuous daily activities of a primarily production/technical nature. Manual dexterity sufficient to reach/handle items, works with the fingers, and perceives attributes of objects and materials. Close vision (clear vision at 20 inches or less). Color vision (ability to identify and distinguish colors).

Working Conditions

Well-lighted, heated, and/or air-conditioned indoor office/production setting with adequate ventilation. Moderate noise (examples: business office with computers and printers, light traffic).

Additional Notes:

Employment is contingent upon successful completion of a physical and drug test.

Equal Opportunity Employer/ Protected Veterans/Individuals with Disabilities