**Ronald McDonald House of Dallas**

**Job Description**

**TITLE:** Facilities Assistant

**REPORTS TO**: Building Operations Supervisor

**CLASSIFICATION:** Non-Exempt

**WORK HOURS**: Tuesday-Saturday, 9:00 a.m. to 5:00 p.m. Additional hours will be required outside of normal business hours or as set forth by the demands of the position, up to and including evenings, weekends, and holidays. May be placed on-call to work extended hours, as required by Management or facility need. Days of the week may be subject to change due to the needs of the house.

**SUMMARY**: We are seeking a skilled Facilities Assistant to join our team. The primary responsibility of the Facilities Assistant is repairs, maintenance, and heavy housekeeping of our facilities, ensuring that they are safe and in optimal condition. This is a hands-on role that requires strong mechanical knowledge and the ability to work independently. The Facilities Assistant is knowledgeable of the mission, goals, and objectives of the Ronald McDonald House of Dallas (RMHD) and ensures that all RMHD policies and procedures are appropriately implemented.

**ESSENTIAL RESPONSIBILITIES AND DUTIES:**

- Perform routine maintenance tasks, such as changing light bulbs, repairing plumbing fixtures, and painting walls.

- Coordinates completion or performs heavy housekeeping tasks.

- Monitors the facility and grounds for repairs and maintenance.

- Reviews all maintenance request forms and coordinates completion of minor tasks with Building Operations Manager.
- Assist with the fabrication and installation of various components using tools and equipment.
- Utilize a CMMS (Computerized Maintenance Management System) to track work orders and document completed tasks.
- Troubleshoot and repair equipment issues, including logic controllers and other electrical systems.
- Works collaboratively with Building Operations Supervisor to coordinate vendors to complete all major repairs and maintenance

- Coordinates all routine maintenance of RMHD vehicles.

- Handles van runs in absence of volunteers or other staff.

- Runs errands for RMHD.
- Read and interpret schematics, blueprints, and technical manuals
- Supervise contractors and vendors during facility maintenance projects
- Maintain inventory of supplies and equipment needed for facility repairs
- Ensure compliance with safety regulations and maintain a clean work environment

- Other duties as directed by supervisor, administrator in-charge, or CEO.

**SKILLS:**
- Proficient in English (both written and verbal communication)
- Strong mechanical knowledge and experience with facilities maintenance
- Ability to fabricate and install components using various tools and equipment
- Familiarity with CMMS software for tracking work orders
- Experience with logic controllers and electrical systems troubleshooting
- Ability to read and interpret schematics, blueprints, and technical manuals
- Strong leadership skills to supervise contractors during facility maintenance projects

**EDUCATION/EXPERIENCE:**

- High School Diploma or GED Certificate (required)

- 1 year facility/maintenance experience (required)

- Valid Driver’s License (required)

**PHYSICAL DEMANDS:**

* The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
* While performing the duties of this job the employee is regularly required to walk, sit, and stand; use hands to finger manipulation, handle, feel, reach with arms and hands, and talk or hear.
* Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
* Requires stooping, kneeling, crawling, bending, turning, and reaching.
* The employee may be required to lift heavy objects up to 50 pounds.
* The vision requirements include close, distance, peripheral, and depth perception.

We offer competitive pay based on experience.

If you are a motivated individual with a passion for facilities maintenance, we encourage you to apply for this position. Please submit your resume highlighting your relevant experience.

Ronald McDonald House of Dallas does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.