

# Facilities Associate

**INCUMBENT:** Vacant  
**REPORTS TO:** Facilities Manager  
**LOCATION:** Bowling Green, KY  
**STATUS:** Part-time, Non-exempt  
**DATE:** January 2023



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## DESCRIPTION

The Facilities Associate will perform skilled maintenance and repair work including preventative maintenance activities related to the construction, maintenance, and repair of the Museum facilities and grounds. In addition, this position will assist with the upkeep throughout the Museum and grounds to ensure a clean and healthy environment for Museum guests and staff.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Directly participate in daily completion of service requests and projects assigned to the facilities team.
- Perform preventative maintenance to ensure all building systems are well maintained and conform to building code and other regulations.
- Keep project areas clean and organized, maintain and service all tools and equipment.
- Maintain proper storage of chemicals and consumables.
- Troubleshoot and identify faulty equipment and facility problems and assist with determining appropriate solutions.
- Assist with cleaning and sanitizing common use and high touch areas throughout the Museum including restrooms, conference areas, touch pads, door handles, counters, etc.
- Regularly inspect grounds, buildings, and other community areas daily to minimize liability concerns and to ensure excellent curb appeal, inside and outside of the Museum.
- Respond to emergency cleaning requests quickly and efficiently.
- Remove garbage and recycling daily and prepare garbage bins for weekly pick-up.
- Replenish cleaning supplies and maintain proper storage of chemicals and consumables.
- Assist the Events and Facility Rental team with hands-on support as needed.
- Responsibilities are not all inclusive, additional duties may be assigned.

## EDUCATION/EXPERIENCE

- High school diploma or equivalent is required.
- Prior related work experience is preferred.

## QUALIFICATIONS

- Openness to ongoing development of personal skills and keeping up with industry best practices.
- Be a well-organized and self-directed individual who is a team player.
- Possess effective written and oral communication skills.
- Intermediate knowledge of mechanical, electrical, and construction concepts and maintenance.
- Intermediate knowledge of equipment operation and maintenance.
- Demonstrated technical and professional skills in job-related area.
- Ability to follow safety procedures at all times.

- Ability and availability to work any shift when needed.
- Ability to complete multiple tasks and high volume of work on deadline.
- Valid state driver's license required.

### **ESSENTIAL PHYSICAL REQUIREMENTS**

- Ability to walk and stand for extended periods of time.
- Ability to function in physical positions such as standing, stooping, bending, turning, twisting walking, kneeling, squatting, and climbing ladders.
- Ability to lift and carry up to 50 lbs. on a regular basis.
- Ability to work indoors and outdoors in various weather conditions and temperatures.
- Must have sufficient mobility to move around the office and the community.