

 **JOB DESCRIPTION**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Facilities Associate- Information Technology Department**

**Department: Information Technology**

**FLSA Status:**  **Non-Exempt**

**JOB SUMMARY**

The Facilities Associate is responsible for managing, supporting, and coordinating various tasks at all PSF locations related to facilities to ensure safe and well-maintained facilities. This position reports directly to the Facilities Manager.

**ESSENTIAL JOB FUNCTIONS**

* Assess and respond to the Facility ticket system. Escalate to the manager for approvals or general help if needed.
* Ensure facility Inspections are completed monthly.
* Spot-check for any issues during regular facility visits with the ability to triage facility needs/services which may include, customer requests related to the facility (e.g. hot/cold, broken chair/office furniture, light replacement), and furniture/equipment inspections and repairs research.
* Responsible for notifying employees of maintenance issues which affect them.
* Ensure Facility Fire Drills are conducted annually.
* Maintain PSF vehicle fleet inspections. Report current and expected maintenance issues.
* Transport vehicles for regular service and maintenance.
* Responsible for the ordering and tracking of supplies for all PSF locations based on necessary, reasonable and allowable expenses, obtain and provide authorization for the ordering of special request items, collect packing slip receipts for Finance.
* General construction knowledge.
* Furniture moving.
* General cleaning.
* Clearing toilet and drain blockages.
* Replacing HVAC filters and cleaning drain lines.
* Performs other related job duties as assigned.

*The position may involve acquiring, accessing, using, and safeguarding Protected Health Information according to applicable law and agency Policies and Procedures for Protected Health Information.*

**QUALIFICATIONS**

**Education and Experience:**

High School Diploma in related field or equivalent; and three (3) years of related experience; or an equivalent combination of education and experience.

**Special Qualifications:**

Possession of a valid, State of Florida driver’s license to operate the motor vehicle operated. Requirement exists at the time of hire and as a condition of continued employment.

**Knowledge, Skills and Abilities:**

* Knowledge of Microsoft Office programs.
* Knowledge of Department operations, policies, and procedures.
* Knowledge of modern office standards, policies, and procedures.
* Skill in organization and time management.
* Skill in negotiation.
* Skill in the use of computers and software applications related to the essential functions of the job.
* Skill in effective communication, both orally and in writing.
* Skill in the use of various types of office equipment (e.g., copier, fax, multi-line telephone system).
* Strong analytical and problem-solving skills.
* Ability to maintain confidentiality of sensitive data.
* Ability to work in a multi-task environment.
* Ability to extrapolate information from a variety of data and place in proper format.
* Ability to maintain confidentiality of sensitive data.
* Ability to plan, organize, and coordinate work assignments.
* Ability to establish and maintain effective working relationships with other personnel and the public.
* Ability to work independently with minimal supervision.

**PHYSICAL DEMANDS**

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

* Sitting/Standing: Particularly for sustained periods of time.
* Manipulating: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
* Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
* Kneeling: Bending legs at knee to come to a rest on knee or knees.
* Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
* Reaching: Extending hand(s) and arm(s) in any direction.

**WORK ENVIRONMENT**

Work is performed primarily in a safe and secure office environment. Position will be required to perform frequent daily and weekly travel.

**AAP/EEO STATEMENT**

Partnership for Strong Families is an Equal Opportunity/Affirmative Action/ Drug Free Workplace and does not tolerate discrimination or violence in the workplace.  Applicants requiring a reasonable accommodation as defined by the Americans with Disabilities Act, must notify the Human Resource Department at 1-352-244-1527.  Notification to the Human Resource office must be made in advance to allow sufficient time to provide the accommodation.

**DRUG-FREE WORKPLACE**

Partnership for Strong Families maintains and enforces a Drug-Free Workplace program.  New employees are required to be drug tested prior to employment.  In appropriate circumstances, current employees may also be required to submit to drug and/or alcohol testing.  Information on the Drug-Free Workplace Policy is contained in the Employee Handbook and set forth in the Drug-Free Workplace Policy, both of which are available through the organization’s inter/intranet.

**Signature Block:**

By signing below, I agree and understand that I must satisfactorily perform each responsibility set forth to continue my employment with PSF.

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**Employee Name (Print) Supervisor’s Name (Print)**

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**Employee Signature Supervisor’s Signature**

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**Date Date**