



Posting Date: July 1, 2019

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**FACILITIES ASSISTANT**

**FULL-TIME**

**PROVINCETOWN**

**SUMMARY**

Under direct supervision of the Facilities Director, the Facilities Assistant position will perform semi-skilled and skilled custodial and minor maintenance duties. The incumbent is responsible for the maintenance of both the public and private sections of the Outer Cape Health Services' sites.

**ESSENTIAL JOB FUNCTIONS\***

- Daily Duties
  - Sweeps, mops, scrubs, dusts, cleans and/or vacuums carpets in public and private sections of Outer Cape Health facilities.
  - Empties wastebaskets and other collection receptacles.
  - Collects all documents in each office to be shredded and puts in locked shredding bins for pick up by Shred-it
  - Using a variety of cleaning solutions and supplies, cleans and disinfects restroom and exam room and office fixtures, air vents, curtains, and drains; unstopping minor drain clogs as needed.
  - Always wears the proper PPE (Personal Protective Equipment at all times)
  - Washes glass and trim on entrance doors.
- Periodic Duties
  - As needed, cleans woodwork, light fixtures, venetian blinds, ducts, walls, windows and equipment.
  - Waxes and/or polishes furniture.
  - Rearranges or moves furniture as needed to facilitate events.
  - Identifies and reports items within the Facility that need repair to Facilities Manager.
  - As needed, spot cleans carpets and furniture.
  - Washes interior windows and exterior, where accessible without a ladder.
  - Assists in clean-up of spills.
  - Receives and stacks custodial supplies.
  - Routine maintenance functions, such as painting, minor electrical and plumbing procedures such as unclogging a toilet or sink, replace faucet washers, changing light bulbs etc.
- Building Security
  - Locks and unlocks buildings according to written instructions.
  - Carries out emergency procedures (communicating with Fire and Police personnel as needed), and assists in the evacuation of buildings in the event of fire or other disaster.
- Miscellaneous Duties
  - On occasion may interact with staff/visitors.

## **OTHER DUTIES AND RESPONSIBILITIES**

Other related duties as assigned.

## **CORE COMPETENCIES**

- Managing others
- Fostering teamwork
- Written and verbal communication
- Honesty and Integrity
- Fiscal accountability
- Technology savvy
- Analytical thinking
- Problem solving
- Customer oriented

## **PREPARATION, KNOWLEDGE, SKILLS AND ABILITIES**

- Must have a valid MA Driver's License and dependable transportation.
- Previous cleaning experience in a health care facility preferred.
- Knowledge of procedures related to building safety.
- Ability to safeguard keys issued which are necessary for assigned areas.
- Ability to operate vacuum, floor scrubber and polisher.
- Knowledge of proper and safe use of custodial equipment, chemicals, basic hand tools , etc.
- Ability to effectively communicate and follow oral instructions.
- Ability to effectively read written instructions, read manuals, signs, and product labels and associated SDS (Safety Data Sheets) sheets.
- Must have the willingness to provide pleasant, efficient, and discreet service to the health centers and offices.
- Ability to maintain confidentiality and discretion regarding the Outer Cape Health Services and follow all patient confidentiality and HIPAA regulations. Must possess sufficient interpersonal and communications skills to interact effectively with fellow staff and diverse constituencies.
- Ability to maintain acceptable work habits, punctuality, and regularity of attendance, arrive at and leave work on time, observe break and lunch periods. Ability to follow through and carry out assignments.
- Skill in prioritizing workload to meet daily schedule.
- Ability to work effectively in a service-oriented environment with changing priorities and interruption.
- Be available (on call) to respond and assist to any emergency situation's after hours

## **SUPERVISORY RESPONSIBILITY**

None

## **WORKING CONDITIONS/PHYSICAL DEMANDS**

- Works in all kind of weather conditions including snow, rain, extreme cold and hot conditions

- Must possess the physical ability to perform all essential custodial /maintenance duties requiring bending, stooping, walking, carrying, reaching, moving items, and climbing stairs or ladders; ability to perform manual work including dumping large bags into dumpster, or transporting supplies, furniture, equipment (vacuum cleaners, mop buckets, cases of custodial supplies).
- May require flexible hours to accommodate Outer Cape Health Services, Inc.

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

### **HOURS OF WORK**

This role is paid on an hourly basis.

### **AAP/EEO STATEMENT**

Outer Cape Health Services is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities and conflict resolution.

It is also the policy of OCHS to take affirmative action to employ and to advance in employment, all persons regardless of their status as woman, minority or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.