

POSITION DESCRIPTION

POSITION TITLE: *Facilities Assistant*

DATE: *January 2023*

DEPARTMENT: *Office of Education and Schools*

LOCATION: *Bahá'í Schools*

Davison, MI Eliot, ME

REPORTS TO: *Facilities Coordinator*

APPLY TO: *bno-service@usbnc.org*

OFFICE SUMMARY: The permanent schools work collaboratively with individuals, institutions, and communities to serve the goals of the Plan. Vital to this effort is a continued engagement with families and agencies in the schools' service areas and their community building efforts of expansion and consolidation, social action, and participation in discourses. Our permanent Bahá'í Schools provide a place of learning, fellowship, and service to all of the diverse participants who attend programs provided by the Office of Education and Schools, and local and regional institutions.

POSITION SUMMARY: The Facilities Assistant works with the Facilities Coordinator and assists with year-round maintenance and improvement of the facilities and grounds. They provide a safe, well-maintained environment that is conducive to the uplifting atmosphere of the School. They contribute to strong, harmonious, and cooperative relationships and loving and caring actions. They contribute to a culture of learning, fellowship, and consultation, modeling good character and an attitude of service. This is a full-time position.

KEY RESPONSIBILITIES AND ESSENTIAL FUNCTIONS: *include the following. Other duties may be assigned.*

1. Contributes to the school culture of unity, learning, and collaboration.
2. Models cultural sensitivity and applies spiritual principles in attitude and behavior.
3. Engages in a consultative process and solves problems to achieve unity of thought and action.
4. Participates in department and Bahá'í National Organization staff meetings, study sessions, and events.
5. Maintains a warm and friendly professional work environment dedicated to the service of humanity, expressed through service to the guests of the school.
6. Builds strong, positive, and collaborative relationships while striving for efficiency and excellence.
7. Collaborates with the staff of the school in a receptive learning mode to assist in the smooth functioning of all areas and to yield a harmonious outcome.
8. Works with administration and staff to solve problems regarding properties plans in ways that maximize unity of thought and action and with efficiency and a spirit of initiative.
9. Supervises youth volunteers in facilities projects, ensuring the quality and efficiency of their work as well as their adherence to safety procedures, while providing encouragement and building their capacity.
10. Performs regular and needed general maintenance work.
11. Adheres to all safety procedures in the course of day-to-day work and exercises sound judgment, based on guidance and in consultation with others.
12. Notifies supervisor concerning needed repairs and safety issues.
13. Cleans facilities and assists with custodial duties.

SKILLS & QUALIFICATIONS REQUIRED: *To perform in this position successfully, an individual must be able to perform each essential function listed above satisfactorily with or without reasonable accommodations. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

1. A Bahá'í in good standing, actively engaged in the Core Activities, knowledgeable about, and experienced in, the current Plan/a friend of the Faith willing to study guidance from the Universal House of Justice and other Institutions of the Bahá'í Faith as well as learn through participation in the activities of the Plan.
2. Willing to actively contribute to the BNO culture of learning, fellowship, and consultation, as well as model good character and an attitude of service. Behaviors meet high moral standards and serves as a model to the residential community.
3. Communicates with humility and openness with individuals of diverse backgrounds.
4. Demonstrates a humble posture of learning, creativity, flexibility, reliability, and trustworthiness.
5. Ability to encourage and support others in their learning and development.
6. Ability to maintain confidentiality, to use good judgment and to discern when to seek guidance.
7. Very strong ability to work independently and collaboratively, meet reasonable deadlines, and prioritize.
8. Able to meet diverse and changing needs while maintaining priorities.
9. Ability to work under pressure while maintaining composure and focus.
10. Ability to demonstrate resourcefulness.
11. Demonstrates strong consultation, problem solving and interpersonal skills.
12. Knowledge and several years of experience in building and grounds maintenance.
13. Plumbing, electrical and/or HVAC experience helpful.
14. Knowledge and experience in safety procedures relevant to all aspects of facilities maintenance.
15. Demonstrated ability to mentor/supervise volunteers in an encouraging and supportive manner.
16. Effective written and verbal communications skills.
17. Must have a valid driver's license and driving record to meet insurability requirements.
18. Must be flexible to work different shifts including nights, weekends, and holidays, and willing to be on call when scheduled.
19. While performing the duties of this position, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme temperatures and conditions. The noise level in the work environment can be loud. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. While performing the duties of this position, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing throughout the day. Occasionally required to work at heights exceeding 20 feet. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.