



HORIZON FEDERAL CREDIT UNION POSITION DESCRIPTION

POSITION DESCRIPTION:	Facilities Associate
REPORTING TO:	Facilities Manager
DEPARTMENT:	Facilities
FLSA STATUS:	Non-Exempt
LOCATION:	Corporate Facility

Horizon understands our employees are the credit union's greatest asset. We recruit and develop enthusiastic, engaged, and empowered individuals to take ownership of each and every member experience to ensure the member is receiving exemplary service. Together, we strive to provide a brighter financial future for our staff, our members, and our surrounding communities.

Our staff is driven by a common passion to be the BEST by doing whatever it takes to exceed the expectations of our members and internal team. They are determined to differentiate our Credit Union in the marketplace through our obsession for delivering superior quality and professionalism. They are collectively focused on conducting all business, internally and externally, with the highest degree of honesty, integrity, consistency and ethics.

POSITION OBJECTIVE

Responsible for the overall maintenance and appearance of all Horizon locations. Performs a wide variety of general facilities tasks; including cleaning, general building and lawn maintenance, and mail delivery.

RESPONSIBILITIES

1. Serves as ambassador of the Horizon Federal Credit Union (Horizon) brand. Continuously demonstrates the Credit Union's mission, vision, and core values in all interactions with current and perspective members, colleagues, vendors, and members of the community.
2. Performs a wide-variety of custodial, routine building maintenance, and landscaping necessary to upkeep Horizon buildings and land.
3. Performs general construction work; including flooring, framing, sanding, repairs, etc.
4. Performs routine building repairs; including but not limited to replacing light bulbs, bathroom supplies, HVAC, patches holes, unclogging toilets and drains, touch-up painting, etc.

5. Performs routine lawn maintenance; including but not limited to mowing, edging, pruning, fertilizing, etc.
6. Performs routine pest control at all locations.
7. Cleans facilities as assigned; vacuums, mops, dusts, empties trash, etc. to ensure locations project a high level of professionalism in appearance.
8. Delivers and transports inter-office mail and supplies between Horizon locations.
9. Assists at all facilities, as needed, with shoveling and salt spreading.
10. Ensures all facilities are clean and ready for use post repairs or maintenance.
11. Communicates in person, over the phone, and through written correspondence in a clear, diplomatic, and professional manner.
12. Completes annual mandatory compliance and other trainings.
13. Assists with set-up and tear down at community events.
14. Willingly participates in Credit Union functions, committees, and events on a volunteer basis or as reasonably requested.
15. Maintains a positive attitude through communication and behaviors.
16. Represents Horizon in a positive and professional manner in community events, sales calls, meetings, and conferences.
17. Constant travel within chartered counties and between branch locations as required.
18. Willingly works a flexible schedule that includes Saturdays and overtime as needed.
19. Completes all other duties as assigned and/or required.

OTHER JOB FUNCTIONS

- Actively support the mission and vision of the Credit Union in actions and communications.
- Constant travel between all Horizon locations.
- Operate power-driven machinery, equipment and tools used to maintain facilities.
- Moving objects using a hand truck or dolly.
- Keeps all tools, equipment and company vehicle maintained and in working order.
- Works in a variety of weather conditions while performing work.
- Ability to work on a ladder and in small, cramped areas.
- Identifies and makes recommendations for process and procedural improvements.
- Submit all required receipts as required by accounting.
- All other duties as they pertain to this position.
- Exceptional written, oral, and interpersonal skills.
- Excellent judgement, time management and problem-solving skills.
- Well organized, with ability to multi-task.
- Must maintain absolute confidentiality of all members and staff, their business dealings and transactions

QUALIFICATIONS

- Minimum 3 years of experience in facilities maintenance or as a general contractor.
- Maintains a clean driving record, in compliance with all state and federal regulations.
- Knowledge of general maintenance methods, operating requirements and safety precautions related to facilities management.
- Strong procurement and negotiation skills
- Possess a valid driver's license, possess, and maintain a clean driving record.
- Ability to lift up to 50 lbs. continuously and 100 lb. occasionally.
- Ability to read and interpret blueprints and schematic drawings.
- Ability to safely operate power tools and machinery.
- Solid working knowledge of PC-based programs.

Language Skills:

Ability to read, analyze, and interpret blueprints, schematic drawings and training and policy manuals. Ability to prepare business letters and other professional correspondence using the prescribed format and confirming to rules of grammar, diction, and style. Ability to comprehend and respond to common inquiries or complaints, and effectively present job-related information to members and colleagues.

Mathematical Skills:

Basic math skills including simple algebra.

Reasoning Skills:

Ability to apply logical or scientific thinking to define problems, collect data, establish facts, and draw conclusions. Able to interpret a variety of technical instructions and can deal with multiple variables.

Physical Requirements:

Constant physical work requiring the ability to lift up to 50 lb. routinely and 100 lb. occasionally.

Ability to push, pull or move objects by hand or with a hand truck or dolly.

Ability to work on a ladder.

Must possess sufficient manual dexterity to skillfully operate hand tools and power-driven machinery. Must be able to view and read written words and numbers from paper and computer screen. Must be able to hear verbal communication in normal volume, pitch, and tone in person and over the telephone.

The physical demands described are representative of those required to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: Job descriptions are intended to be accurate reflections of those principal job elements essential for making decisions pertaining to compensation. They should not be considered to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with the position.

I acknowledge that I have read and understand the above job description. I am physically and mentally capable of handling the above responsibilities.

Supervisor:

Signature

Date

Received by Employee:

Employee Signature

Date

**This is not to be construed as an employment contract.
This job description does not alter the Employment-AT-Will relationship in any way.**