**Job Description: Facilities Support Associate**

**Tennessee College of Applied Technology Memphis**

**Position:** Facilities Support Associate
**Employment Type:** Full-Time
**Location:** All Campuses (Memphis, TN)

**Overview:** The Tennessee College of Applied Technology Memphis (TCAT Memphis) is seeking a dedicated and reliable Facilities Support Associate to join our team. This role is integral in ensuring that all campus facilities are maintained to the highest standards, providing a safe, clean, and efficient environment for students, staff, and visitors.

**Key Responsibilities:**

* **Maintenance and Repairs:**
	+ Perform routine maintenance tasks including plumbing, electrical, carpentry, and HVAC system maintenance.
	+ Address and resolve minor repair issues promptly.
	+ Assist in managing and coordinating larger repair projects with external contractors.
* **Cleaning and Upkeep:**
	+ Ensure all facilities are clean, sanitary, and well-maintained.
	+ Conduct regular inspections and cleaning of classrooms, offices, restrooms, and common areas.
	+ Manage waste disposal and recycling programs.
* **Safety and Compliance:**
	+ Ensure compliance with all safety regulations and building codes.
	+ Participate in safety drills and emergency response procedures.
	+ Report and address any safety hazards immediately.
* **Event Support:**
	+ Assist with the setup and breakdown of events and activities, including arranging furniture and equipment.
	+ Provide on-site support during events to ensure smooth operations.
* **Inventory and Supplies:**
	+ Monitor and manage inventory of maintenance supplies and equipment.
	+ Order and replenish supplies as needed.
	+ Maintain accurate records of maintenance activities and inventory.
* **Team Collaboration:**
	+ Work closely with other facilities staff and departments to coordinate maintenance activities.
	+ Provide support to other staff members as needed.
	+ Participate in training and development opportunities to enhance skills and knowledge.

**Qualifications:**

* High school diploma or equivalent required.
* Proven experience in facilities maintenance or a related field with at least three years of experience.
* Basic knowledge of plumbing, electrical, carpentry, and HVAC systems.
* Strong problem-solving skills and attention to detail.
* Ability to work independently and as part of a team.
* Good communication and organizational skills.
* Physical ability to perform manual labor, including lifting heavy objects and working in various environmental conditions.
* Valid driver’s license and reliable transportation.

Salary: Commensurate with education and experience.

Application Deadline: Review of applications will begin IMMEDIATELY, and applications will be accepted until the position is filled.

Please complete the following steps to apply:

* Visit https://tcatmemphis.edu/about/jobs-and-employment
* Select "View Open Job Opportunities"
* Select "PageUp Job Postings"
* On the left pane menu, under college, select TCAT Memphis and follow the instructions

**NOTICE OF NON-DISCRIMINATION:** The Tennessee College of Applied Technology-Memphis does not discriminate based on race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Sherlita Nelson-Denton, Vice President of Instruction and Institutional Effectiveness, 550 Alabama Ave, Memphis, TN 38105, phone no. 901-543-6137