

FACILITIES MAINTENANCE ASSISTANT

Public Works | Government Buildings



JOB RESPONSIBILITIES

Terrebonne Parish Consolidated Government's Facilities Maintenance Assistant is responsible for performing manual labor and supporting building maintenance activities across parish buildings and properties.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Friday

SHIFT

8 a.m. to 5 p.m.

LOCATION

Various Locations

REPORTS TO

Mechanical Maintenance Supervisor

PHYSICAL DEMANDS

Lift up to 50 lbs. (medium)

WORK ENVIRONMENT

Primarily based in government facilities, this position involves both indoor and outdoor work, frequent physical activity, and exposure to varying weather conditions, requiring adherence to safety protocols in potentially hazardous settings.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license

In this role, the incumbent will be expected to assist with maintaining, repairing, and improving parish facilities by performing tasks related to HVAC, plumbing, electrical, carpentry, and general building upkeep.

The Facilities Maintenance Assistant is expected to follow preventive maintenance schedules, complete assigned work orders efficiently, and support the Facilities Maintenance Technician and department operations while adhering to all safety procedures.

JOB DUTIES

- Assist in performing maintenance and repair tasks on parish buildings, equipment, and facility systems using hand tools, power tools, and metering devices.
- Support the repair and upkeep of HVAC systems, including filter replacements, cleaning components, and following established preventive maintenance schedules.
- Conduct routine and preventive maintenance on plumbing systems, including unclogging drains, replacing fixtures, repairing leaks, and installing minor components as needed.
- Assist with electrical maintenance by replacing lighting components, troubleshooting minor electrical issues, resetting breakers, and installing or removing electrical fixtures for parish functions.
- Perform carpentry tasks such as repairing doors, frames, shelving, wall surfaces, and assisting with minor construction or renovation projects.
- Provide painting support by preparing surfaces, applying paint, and assisting in general aesthetic upkeep of parish facilities.
- Set up, breakdown, and move furniture, equipment, and materials needed for parish events, meetings, or operational needs.
- Complete assigned work orders in an accurate and timely manner, documenting work performed and reporting additional issues or repair needs to the supervisor.
- Assist the Facilities Maintenance Technician with skilled maintenance tasks and provide manual labor support for facility-related projects.
- Maintain cleanliness and organization of work areas, tools, equipment, and storage spaces.
- Follow all departmental and parish safety procedures, including the use of personal protective equipment, safe operation of tools and machinery, and adherence to workplace safety guidelines.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

Questions? No problem!
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Continue to the next page.

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Continued from previous page.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Must be able to work closely with colleagues to ensure that repairs met quality standards and promote an adherence to safety protocols.
- **Time Management:** Must be able to manage time effectively to complete assigned work orders and to address additional issues or required repairs promptly.
- **Analytical Skills:** Ability to identify issues quickly and determine the best course of action for repairs or maintenance.
- **Communication Skills:** Strong ability to communicate clearly to report problems or repair needs, follow instructions, and collaborate with team members and supervisors.
- **Organizational Skills:** Capable of managing and prioritizing multiple tasks to ensure all work is done efficiently while meeting safety and quality standards.
- **Technical Skills:** Proficient in the use of hand tools, power tools, and metering devices for building maintenance and repair. Knowledge of HVAC systems, plumbing, electrical, and carpentry. Basic math skills for calculating materials, measurements, measure areas and volumes, convert units, use ratios for mixing, and perform electrical calculations for installations and repairs.
- **Qualifications:**
 - High school diploma or equivalent (GED) required.
 - Minimum of two (2) years experience in building maintenance or construction.

