

Facilities Maintenance Assistant with HVAC

Reports to: Facilities Supervisor

Status: Full time, Hourly, Non-Exempt

[Momentous Institute](#) and the [Salesmanship Club of Dallas](#) have been dedicated to strengthening the mental health of children, families, and communities for over a century. Each year, our organization supports individuals through innovative mental health services, our nationally recognized [Momentous School](#), and professional training for educators, doctoral students, and professionals who work with children. Our evidence-based insights extend the impact of our work well beyond those we directly serve, fostering a world of emotionally thriving people reaching their full potential.

Shared Services plays a vital role in supporting the daily operations and collective strategic goals of Momentous Institute, [THE CJ CUP Byron Nelson](#), and Salesmanship Club of Dallas. These departments include Finance/Accounting, Human Resources, Marketing & Communications, Legal, IT, Building Operations, Community Engagement, and Volunteer Services. By managing these shared functions, Shared Services ensures that all lines of business across the collective organization have the resources, services, relationships and infrastructure needed to operate effectively and to achieve its annual goals. . Through expert support and streamlined processes, the Shared Services teams strengthen the foundation that allows our programs and services to thrive.

The Role: The Facilities Maintenance Assistant at Momentous Institute/Salesmanship Club of Dallas supports the overarching goal of the Operations team to provide our staff, students, clients, members and visitors with a safe, attractive, comfortable and efficient environment in which to work, learn and grow. Additionally, the Facilities Maintenance Assistant may provide transportation for the students of Momentous Institute's PreK through 5th grade laboratory school. Although it varies by season, about 85 percent of the Facilities Assistant time is devoted to facilities duties, while 15 percent may involve bus driver duties.

FACILITIES DUTIES

- Conduct general maintenance duties, such as replacing fluorescent lighting, furniture repair, painting and minor plumbing, HVAC and carpentry repairs.
- Provide porter services, including receiving, verifying and distributing shipments.
- Set up, arrange and remove tables, chairs and equipment to prepare facilities for events.
- Store and retrieve unused furniture, equipment and other material and arrange for proper disposal of surplus inventory.
- Assist in maintaining exterior grounds, including as-needed trash pickup.
- Monitor paper products and housekeeping supplies and advise Facilities Manager or Facilities Maintenance Lead if inventory needs replenishment.
- Monitor all areas for cleanliness and report janitorial problems to the Facilities Manager or Facilities Maintenance Lead.
- Clear walkways as needed, including during periods of snow and ice.
- Maintain routine maintenance records.
- Cleanup spills, accidents and other contaminated surfaces following bloodborne pathogens standards.
- Perform other related duties as assigned.

BUS DRIVER DUTIES

- Transport students, teachers and others to off-site activities in a 55-passenger school bus, operating bus and all related equipment in a safe and efficient manner.
- Obey all traffic laws in accordance with the policies and procedures of Momentous Institute/Salesmanship Club of Dallas.
- Maintain bus, perform pre-trip inspections and report any mechanical problems and/or damage to bus (interior and exterior) to Facilities Manager or Facilities Maintenance Lead. Keep bus clean and fueled.
- Assist students with the load/unload process following prescribed policies and procedure; instruct students and other passengers on safe riding rules and their responsibilities as riders including emergency bus evacuation.
- Establish and maintain good rapport with teachers, students, parents, and others.
- Attend and successfully complete required training for a school bus driver in the State of Texas.

Qualification Requirements:

- HS Diploma or GED
- Must be 18 years or older
- **Valid TX DL (Class B CDL) preferred or willing to obtain one**
- Must be able to pass Physical Exam from TX DPS
- HVAC experience

The ideal candidate will exhibit Shared Services' core values:

Collaboration, Commitment, Excellence, Service, Respectfulness.

PHYSICAL DEMANDS

The usual and customary methods of performing job functions for this position require the following physical demands: walking, standing, sitting, lifting, carrying, occasionally lifting items above twenty-five pounds. Physical actions may include crawling under desks, stooping, kneeling, crouching, bending at the waist, and reaching up to retrieve equipment.

Interested:

Applications are currently being accepted, and the position will remain open until filled. Candidates from diverse backgrounds are encouraged to apply. Please send a letter of interest and resume to:

Richard Kosty

Director of Facilities Operations

rkosty@momentousinstitute.org

Momentous Institute/Salesmanship Club of Dallas maintains a policy of non-discrimination for all employees and applicants in every facet of the organization's operations. Momentous Institute hires, trains, and promotes all qualified employees without discrimination based on race, color, sex, religion, national origin, age, military status, disability, genetic information, gender identity, or sexual orientation.

All employment offers are contingent upon successful completion of a criminal background investigation, including a check of the National Sex Offender Registry.

Policy Statement

No form of abuse will be tolerated, and confirmed abuse will result in immediate termination. Momentous Institute/ Salesmanship Club of Dallas will fully cooperate with authorities if allegations of abuse are made requiring investigation.