

The Arc Noble County Foundations

Job Description

Position: Facility Tech

Supervisor: Agency Director or Manager as assigned

Qualifications: Must be 16 years of age and meet the physical demands, and other competencies as further outlined in this job description.

Essential Job Functions: The Facility Tech will complete janitorial and light maintenance duties at the Albion facility. Job duties may include, but are not limited to the following:

- Perform janitorial duties such as cleaning the restrooms, care room, kitchen, other facility areas and the vehicles as assigned by a checklist of duties;
- Sanitize facility areas and vehicles as trained;
- Mop floors throughout the facility as assigned by a checklist of duties;
- Complete light/minor maintenance duties as assigned
- Follow all safety protocols;
- Clock in and out;
- Complete all applicable paperwork; and
- Other duties as assigned

Education and/or Experience

- Must be 16 years of age, or older.

Physical Demands

- Must have the ability to lift at least 50 pounds.
- Must have the ability to do daily standing, bending, and lifting.

Other Competencies (skills, abilities, behavior)

- Demonstrate the willingness to accept supervision
- Must have the ability and willingness to successfully complete and apply training
- Must have flexibility with respect to hours of work and changing conditions

Created: August 5, 2020; revised July 2, 2021; reviewed by the CEO and Agency Operations Director March 24, 2022 with no revisions; revised by the management team, December 28, 2023; revised by the CEO and directors September 23, 2025.