

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

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POSITION: **BUILDING MAINTENANCE II**

PURPOSE: Maintain buildings and grounds of the corporation

QUALIFICATIONS:

Education: High School Diploma and Technical Certificate preferred.

Experience: One (1) year of experience in general maintenance, carpentry, plumbing, and electricity

Skills, Abilities, and Knowledge:

- a. Ability to understand what work needs done and initiate work without instruction
- b. Ability to apply safety in one's job and activities
- c. Skill and knowledge for proper usage of cleaning equipment
- d. Advanced carpentry, electrical, and plumbing experience
- e. Ability to make repairs on buildings and grounds
- f. Knowledge of the use of tools in maintaining buildings and grounds
- g. Ability to lead specific assigned projects
- h. Ability to use basic power tools, chain saws, etc.

REPORTS TO: Building Maintenance Supervisor/Safety Officer

SUPERVISES: None

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:

Mental Concentration: Moderate concentration consistently

Interruptions: Occur constantly

Physical Efforts: Lifting 100 pounds maximum, frequently lifting/carrying up to 50 pounds, crouching, standing, stooping, reaching

Special Demands: Driving and lifting

- Special Requirements: - Current Act 33, Act 34 and FBI/DPW fingerprint clearance documentation at hire.
- Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum.
 - Be capable of driving automatic and manual transmission and possess a clear driving record.
 - Must be able to drive company vehicles responsibly
 - Must be able to work alternative hours at alternative locations

Duties may include any or all of the following: This list is intended to be representative.

01. Open/close buildings while maintaining security of all windows and doors
02. Install and maintain playground equipment
03. Perform janitorial duties including but not limited to cleaning restrooms, furniture, windows, floors, and carpets; collecting and disposing of garbage; and checking and restocking soap, toilet paper, and paper towels
04. Perform carpentry, electrical and plumbing tasks in order to maintain a safe work environment leading projects as assigned
05. Demonstrate proper safety techniques and proper use of tools and power equipment
06. Load, unload, and deliver equipment and supplies to other offices
07. Maintain inventory, tools, and supplies
08. Report to supervisor any equipment, tools, or facilities in need of replacement or repair
09. Assist office staff with transportation scheduling, operations, and issues that arise during the school year

Revised 7/2018

10. Work with security company on codes
11. Cut and trim grass, pull weeds, maintain landscaping and keep sidewalks and parking lots clean and clear of debris
12. Keep assigned sidewalks and parking lots clean and clear using snow shovels, hand tools, and power equipment
13. Perform routine maintenance
14. Perform plumbing and electrical repairs
15. Perform basic carpentry work
16. Works on special projects in construction areas including carpentry, electrical, landscaping, plumbing, and painting
17. Complete forms, time cards, and other paperwork as required
18. Assist in special projects or assignments as directed

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE: D

HOURLY WAGE: \$13.73

HOURS PER WEEK: 40