

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

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POSITION: **BUILDING MAINTENANCE II**

SUMMARY: The Private Industry Council of Westmoreland/Fayette, Inc., has provided workforce, education and early childhood educational services to the communities we have served for over 40 years. The Building Maintenance II position is responsible to recognize and complete required actions to ensure the health, safety and continued operation of the worksite in accordance with regulations. The ideal candidate will be a flexible individual with the ability to interact well with varied individuals to accomplish general and corrective maintenance duties.

PURPOSE: Maintain buildings and grounds of the corporation

QUALIFICATIONS:

Education: High School Diploma/GED and Technical Certificate at minimum. .

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, FBI/DPW and NSOR clearance documentation at hire.

- Valid PA 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 corporate buildings while maintaining security of all windows and doors
- 02.** Install and maintain playground equipment

03. Perform carpentry, electrical and plumbing tasks in order to maintain a safe work environment leading projects as assigned
04. Demonstrate proper safety techniques and proper use of tools and power equipment
05. Load, unload, and deliver equipment and supplies to other offices
06. Maintain inventory, tools, and supplies
07. Report to supervisor any equipment, tools, or facilities in need of replacement or repair
08. Cut and trim grass, pull weeds, maintain landscaping and keep sidewalks and parking lots clean and clear of debris
09. Keep sidewalks and parking lots clean and clear using snow shovels, hand tools, and power equipment
10. Perform routine maintenance
11. Perform plumbing, electrical and roofing repairs
12. Basic carpentry work
13. Instruct clients on special projects in construction areas including carpentry, electrical landscaping, plumbing, painting, and roofing
14. Complete forms, time cards, and other paperwork as required
15. 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:** \$17.20**HOURS PER WEEK:** 40**EMPLOYMENT CLASSIFICATION:** Non-Exempt