

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

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POSITION: **BUILDING MAINTENANCE I**

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 I position is responsible to complete required actions to ensure the health, safety and continued operation of the worksite for parents, children and staff. The ideal candidate will be a flexible individual with the ability to interact well with others while accomplishing assigned tasks.

PURPOSE: Maintain buildings and grounds of the corporation

QUALIFICATIONS:

Education: High School Diploma/GED.

Experience: Prior maintenance experience preferred.

Skills, Abilities, and Knowledge:

- a. Ability to know what needs done and willingness to apply the necessary maintenance skills to accomplish the task
- b. Ability to apply safety in one's job and activities
- c. Skill and knowledge for proper usage of common maintenance tools and cleaning equipment
- d. Basic carpentry, electrical, and plumbing experience
- e. Ability to make minor repairs on buildings and grounds
- f. Knowledge of the use of tools in maintaining buildings and grounds

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: Occasionally 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 driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum). Must be able to drive company vehicles responsibly.
Alternative hours; 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. 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
03. Load, unload, and deliver equipment and supplies to other offices
04. Maintain inventory, tools, and supplies
05. Report to supervisor any equipment, tools, or facilities in need of replacement or repair
06. Cut and trim grass, pull weeds, maintain landscaping and keep sidewalks and parking lots clean and clear of debris

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- 07. Keep sidewalks and parking lots clean and clear using snow shovels, hand tools, and power equipment
- 08. Assist with the maintenance of corporate vehicles.
- 09. Complete forms, time cards, and other paperwork as required
- 10. 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: C

HOURLY WAGE: \$15.61

HOURS PER WEEK: 40

EMPLOYMENT CLASSIFICATION: Non-Exempt

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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: \$17.83

HOURS PER WEEK: 40

EMPLOYMENT CLASSIFICATION: Non-Exempt