

JOB DESCRIPTION

Page 1 of 2

Position: Building Maintenance

Employment Classification: Non-Exempt

Reports To: Building Maintenance Supervisor/Safety Officer

Supervises: None

Summary/Purpose: 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 position is responsible to recognize and complete required actions to ensure the health, safety and continued operation of worksites in accordance with regulations and best practices. This ideal candidate will be a flexible, self-directed individual who can work independently and as part of a team and interact effectively with a variety of individuals to complete general and corrective maintenance duties safely and efficiently.

Qualifications & Requirements:

Education: Minimum of a Technical Certificate, or Associate's degree or Bachelor's degree in building trades or a related field is preferred.

Experience: Minimum of 1 year experience in general maintenance, carpentry, plumbing and/or electricity.

OR

Education: Minimum of a High School Diploma or equivalent

Experience: Minimum of three (3) years of experience in general maintenance

Mental Concentration: Moderate concentration

Interruptions: Occur constantly

Physical Demands: Heavy physical effort (lifting up to 100 pounds) frequently lifting up to 50 pounds in standing, stooping, reaching or crouching positions.

Special Demands/Requirements: Driving of company vehicles and lifting. Alternative hours, alternative locations, occasional overtime hours required. Valid PA Driver's License, verification of car insurance coverage, and reliable transportation (validated yearly minimum). Current Act 33, Act 34, FBI/DPW, and NSOR clearance documentation at hire.

Confidential Information Used: Various forms of personally identifiable information (PII), including but not limited to, participant geographical and identification data, health/mental health and developmental status, individual or family economic detail, environmental information, and personnel data.

Essential Job Duties: to be performed with or without reasonable accommodation

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

1. Open and close corporate buildings while ensuring the security of all doors, windows, and facilities.
2. Install, inspect, repair, and maintain playground equipment.
3. Perform general maintenance and repair work, including carpentry, electrical, plumbing, and roofing projects, to maintain safe and functional facilities.
4. Assist with or lead maintenance and construction projects as assigned.
5. Demonstrate and follow proper safety procedures and the safe operation of hand tools, power tools, and equipment.
6. Load, unload, transport, and deliver equipment, materials, and supplies to agency locations.

7. Maintain inventory of tools, equipment, materials, and supplies.
8. Inspect facilities, equipment, and tools, and report maintenance or replacement needs to the supervisor.
9. Perform grounds maintenance, including mowing, trimming, weed control, landscaping, and removal of debris from sidewalks and parking areas.
10. Remove snow and ice from sidewalks, parking lots, and other walkways using hand tools and power equipment.
11. Perform routine preventive maintenance and facility inspections.
12. Accurately complete required documentation, including work orders, timecards, inspection reports, and other records.
13. Attend all professional development trainings, meetings and events as necessary.
14. Perform other duties and assist with special projects as assigned.

Corporate Expectations:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador who 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
D-1
F
E

HOURLY WAGE:

\$15.71 – High School Diploma/GED
\$17.94 – Technical Certification
\$19.57 - Associate's Degree
\$22.84 – Bachelor's Degree

HOURS PER WEEK:

40
Alternative hours, locations