JOB DESCRIPTION

PROGRAM: **Housing & Building Initiatives**

JOB TITLE: **Facilities Maintenance Technician**

PAY GRADE: **6**

JOB SUMMARY

The Building Maintenance Technician is responsible for maintaining buildings in appropriate condition for the delivery of STEP Inc. program operations. This position will ensure the safety, appearance, and maintenance of the facilities, and coordinate preventative, routine, and urgent maintenance projects. Under the direction of the Housing Facilities and Maintenance Lead, this position is responsible for coordinating and performing work in the general maintenance and upkeep of buildings, grounds, and equipment.

SUPERVISORY RELATIONSHIPS

SUPERVISES: Not Applicable
REPORTS TO: Facilities & Maintenance Lead

ESSENTIAL QUALIFICATIONS

- ❒ High school diploma or GED certificate; and,
- ❒ Minimum of two years of experience or technical training in construction, building trades, or other related discipline sufficient to demonstrate an understanding of construction theory and techniques such as carpentry, plumbing, electrical, physical plant maintenance, design engineering, estimating, and customer service.

GENERAL REQUIREMENTS

- ❒ Valid driver's license and reliable transportation available on a daily basis with adequate insurance coverage;
- ❒ Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, FBI Clearance, and National Sex Offender Registry check current within 90 days of employment; and Motor Vehicle Record check; and,
- ❒ Clear speaking voice and the mental and physical ability to perform essential job functions with or without any health restrictions, including the ability to sit, stand, be capable of climbing extension ladders, working at heights, lifting a maximum of sixty pounds unassisted and one hundred pounds assisted, have unrestricted use of the upper body, and corrected or uncorrected hearing and vision within normal ranges; additionally working in restricted areas such as crawlspaces and attics, and wearing safety equipment as required by OSHA.

SPECIAL REQUIREMENTS

- ❒ May be required to attend specific training courses and obtain additional certifications, as assigned.

SPECIFIC DUTIES

- ❖ Safely and properly performs a variety of maintenance and repair tasks in the areas of carpentry, electrical, and plumbing including, but not limited to the following: repairs to walls, floors, and ceilings; interior and exterior trim work, drywall hanging and finishing, indoor and outdoor painting; repairing supply and drain lines, sinks, water closets, and the installation of new plumbing fixtures; installing and repairing receptacles, switch circuits, and lighting circuits; and, replacing light bulbs and ballasts;

- Safely and properly performs janitor tasks when needed including, but not limited to the following: cleans and disinfects urinals/commodes, sinks, showers, and mirrors; replaces rest room supplies; removes cobwebs; dusts furnishings, fixtures, shelving, sills, and blinds; empties trash; cleans and disinfects drinking fountains; and sweeps and mops floors or vacuums carpets in common areas and all office and service areas;
- Makes regular inspections of assigned buildings and facilities to determine current condition;
- Diagnoses existing problems and initiates needed action;
- Plans and schedules necessary maintenance;
- Establishes work and activity priorities;
- Issues necessary work orders;
- Prepares plans and sketches, and carries out and performs remodeling projects;
- Estimates necessary costs of materials and labor for alterations, remodeling, and installation projects;
- Issues and orders equipment, tools, and supplies, and supervises necessary maintenance;
- Maintains inventories of equipment and related materials;
- Performs various maintenance and repair tasks such as carpentry, painting, cement work, masonry, groundskeeping, and other general upkeep which involves furnishing, structures, floor covering, equipment, acoustical ceiling, heating, plumbing, electrical, air conditioning, and related systems;
- Maintains cost and time records;
- Ensures observance of safety regulations and standards;
- Ensures the safety of all employees and work activity; and,
- Performs other related work, as required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the following:
  - Effective customer service principles;
  - Sophisticated construction instruments and techniques;
  - Geographic area served;
  - Energy efficient improvements;
  - Heating, venting, and mechanical systems; and,
  - Materials inventory and correct applications sufficient to independently perform periodic inventory count.
- Skill in the following:
  - Various phases of commercial construction including, but not limited to building and construction codes, electrical, plumbing, rough and finish carpentry, and basic masonry; and,
  - Utilizing hand and power equipment to perform advanced work effectively in all aspects of commercial construction.
- Ability to perform the following:
  - Work comfortably at heights equivalent to two or three stories while wearing the appropriate OSHA-approved safety equipment;
  - Negotiate and monitor service delivery to ensure performance standards are met;
  - Evaluate and anticipate potential site hazards and ensure a safe environment for all employees, dwelling occupants, and by-standers during an assigned project;
  - Read, interpret, and work from blueprints, drawings, and schematics;
  - Assess and make field decisions regarding the appropriate action(s) to take with respect to

construction and customer issues;

- Utilize sophisticated construction instruments and techniques;
- Demonstrate respect for individuals and groups with varied cultural, racial, ethnic, religious, and linguistic identities or backgrounds;
- Manage multiple and sometimes conflicting assignments;
- Establish effective working relationships with professionals, other staff, customers, and local businesses;
- Communicate effectively both orally and in writing;
- Prepare, organize, and maintain accurate written records and reports;
- Project a positive image;
- Determine quality and quantity of goods needed for a job in relation to prescribed specifications;
- Understand and follow oral and written instructions, some of which may include multi-faceted procedures, and work independently of direct supervision; and,
- Utilize hand and power equipment to perform basic and advanced construction work.