

JOB DESCRIPTION

PROGRAM: **Housing Services**
JOB TITLE: **Building Maintenance / Groundskeeper**
JOB CLASSIFICATION: **Building Maintenance I**
PAY GRADE: **8**

JOB SUMMARY

This position performs a variety of tasks and assignments in the maintenance and cleaning of STEP facilities. Duties may include moving furniture; assisting in employee relocation; landscaping; minor repairs to plumbing, electrical equipment, and drywall; painting; maintaining building exteriors; making general repairs; and performing maintenance-type cleaning to facilities.

SUPERVISORY RELATIONSHIPS

REPORTS TO: Facilities & Maintenance Lead
SUPERVISES: Not Applicable

QUALIFICATIONS

- ☐ High school diploma or General Education Degree (GED) certificate; and,
- ☐ Minimum of two years' 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, or any combination of education and experience sufficient to demonstrate possession of the required knowledge, skills, and abilities.

GENERAL REQUIREMENTS:

- ☐ Possession and maintenance of a valid driver's license, with the daily availability of a vehicle carrying adequate insurance;
- ☐ Pennsylvania State Police Criminal History Clearance, Child Abuse Clearance, and Motor Vehicle Record check current within 90 days of employment; and,
- ☐ Clear speaking voice and the mental and physical ability to perform essential job functions without any health restrictions, including the ability to sit, stand, climb ladders, lift (a maximum of thirty pounds unassisted and sixty pounds assisted), work in restricted areas such as crawlspaces and attics, and wear safety equipment such as a back support or respirator.

SPECIFIC DUTIES

- ❖ Safely and properly perform a variety of maintenance and repair tasks in the areas of carpentry, electrical, and plumbing, including but not limited to the following: repairing walls, floors, and ceilings; interior and exterior trim work; drywall hanging and finishing; indoor and outdoor painting; repairing supply and drain lines, sinks, and water closets; installation of new plumbing fixtures; installation and/or repair of receptacles and switch circuits and lighting circuits; and, replacing light bulbs and ballasts;
- ❖ Safely and properly perform landscaping of facilities including, but not limited to, mulching, mowing grass, raking, and cleaning lawns, and pruning trees;
- ❖ Safely and properly shovel snow, sweep, and clean sidewalks, and assist in properly maintaining surrounding grounds;
- ❖ Safely and properly perform janitorial tasks when needed, including but not limited to the following: cleaning and disinfecting urinals/commodores, sinks, showers, and mirrors; replacing

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- rest room supplies; cleaning and disinfecting drinking fountains;
- ❖ Ensure the health and safety of building occupants;
- ❖ Provide appropriate project documentation and complete paperwork as required;
- ❖ Ensure quality of his/her completed assignments;
- ❖ Maintain a secure worksite with regard to all equipment and materials;
- ❖ Perform related work as required; and,
- ❖ Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES

- ❖ Knowledge of the following:
 - Effective customer service principles;
 - Geographic area served; and,
 - Basic construction principles dealing with, but not limited to both residential and commercial construction.
- ❖ Skill in the following:
 - Various phases of housing construction/rehabilitation, including but not limited to electrical, plumbing, rough and finish carpentry, and basic masonry;
 - Utilizing hand and power equipment to effectively perform work in all aspects of building maintenance;
 - Utilizing basic computer programs such as outlook, word and excel;
 - Utilizing web-based work order software, and,
 - Troubleshooting and working as a team member.
- ❖ Ability to perform the following:
 - Assess and make field decisions regarding the appropriate action(s) to take with respect building maintenance;
 - Manage multiple and sometimes conflicting assignments;
 - Establish effective working relationships with other staff and customers;
 - Communicate effectively orally and in writing;
 - Evaluate and anticipate potential site hazards and ensure a safe environment for all employees, dwelling occupants, and bystanders during an assigned project;
 - Demonstrate respect for individuals and groups with varied cultural, racial, ethnic, religious, and linguistic identities or backgrounds;
 - Project a positive image; and,
 - Understand and follow oral and written instructions, some of which may include multifaceted procedures, and work independently of direct supervision.