

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

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POSITION: **BUILDING MAINTENANCE SUPERVISOR**

PURPOSE: Maintain building and grounds of all sites in Beaver County

QUALIFICATIONS:

Education: 4 year degree in Facilities Management, or a related field
2 year degree in General Maintenance or a related field

Experience: 2 years of work experience in general maintenance, carpentry, plumbing and/or electricity
and two (2) years of experience in a supervisory role

Skills, Abilities, and Knowledge:

- a. Ability to apply safety in one's job and activities
- b. Skill and knowledge for proper use of cleaning equipment
- c. Advanced carpentry, electrical and plumbing experience
- d. Ability to make repairs on buildings and grounds
- e. Excellent interpersonal and communication skills
- f. Knowledge of the use of tools in maintaining buildings and grounds
- g. Ability to lead specific assigned projects
- h. Ability to motivate and supervise others
- i. Ability to use basic power tools, chain saw, etc.
- j. Ability to understand what work needs done and initiate work without instructions

REPORTS TO: Director of Head Start/Early Head Start

SUPERVISES: Janitor

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur frequently

Physical Efforts: Lifting 100 pounds maximum, frequently lifting/carrying up to 50 pounds, crouching, standing, stooping, reaching

Special Demands: Driving and lifting. Must provide proof of full COVID vaccination before starting

Special Requirements:

- Current Act 33, Act 34 and FBI/DPW fingerprint clearance documentation at hire
- Valid 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. Supervise and coordinate activities of workers engaged in cleaning and contracted vendors hired to clean
02. Demonstrate proper safety techniques and proper use of tools and power equipment
03. Assign tasks to workers and inspect completed work for conformance to standards
04. Install and maintain playground 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. Make and coordinate pick-ups and deliveries
09. May perform duties of workers supervised
10. Work with security company on codes

Duties (Continued):

11. Cut/trim grass, pull weeds, maintain landscaping and keep sidewalks/parking lots clean and clear of debris
12. Perform scheduled and preventative maintenance
13. Perform plumbing, electrical repairs and basic carpentry work
14. Complete forms, time cards, and other paperwork as required
15. Compile, prepare and present reports related to buildings and safety
16. Assist in special projects or assignments as directed
17. Coordinate with corporation supervisors and management to ensure program regulations relating to facilities and safety are met and kept current
18. Collaborate with community members, vendors, and landlords in a professional manner
19. Attend and actively participate in meetings as required
20. 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: I

HOURLY WAGE: \$19.50-\$20.88

HOURS PER WEEK: 40