

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

**POSITION:**     **BUILDING MAINTENANCE**

**PURPOSE:**     Maintain buildings and grounds of the corporation

**QUALIFICATIONS**

Education: High School Diploma and Technical Certificate preferred.

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:**

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 and Act 34 clearances

Must possess valid PA Drivers License

Must be able to drive company vehicles responsibly

Alternative hours; alternative locations

**RESPONSIBILITIES:** 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. Perform basic carpentry, electrical and plumbing tasks in order to maintain a safe work environment
04. Load, unload, and deliver equipment and supplies to other offices
05. Maintain inventory, tools, and supplies
06. Report to supervisor any equipment, tools, or facilities in need of replacement or repair
07. Cut and trim grass, pull weeds, maintain landscaping and keep sidewalks and parking lots clean and clear of debris
08. Keep sidewalks and parking lots clean and clear using snow shovels, hand tools, and power equipment
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