



Maintenance

JOB STATUS: Full time, Monday – Friday, daylight hours

LOCATION: Workplace includes all BCRC buildings and surrounding grounds in Beaver, PA and Center Township, Aliquippa, PA

JOB DESCRIPTION: Reporting to the Facilities Manager, Maintenance Worker's perform general maintenance and corrective repairs for all BCRC buildings, equipment and grounds.

KEY JOB RESPONSIBILITIES:

- Performs repairs and preventive maintenance on building systems and equipment including but not limited to; plumbing fixtures, water heating equipment, electrical devices, light fixtures and controls, valves and basic controls
- Performs and maintains exterior of grounds in a safe and aesthetically pleasing condition at all times. This includes snow removal services and grounds maintenance. Ability to operate equipment associated for the service required.
- Assist with installations and repairs of equipment and systems to ensure continuous operations and safety necessary for building functions and operations.
- Assist in the renovations and construction of areas to maintain buildings appearance and safety as required.
- Participates in ongoing property improvement plans and preventative maintenance programs.
- Performs a wide variety of manual tasks. Must possess manual dexterity and physical stamina.
- Adheres to and complies with company safety policies and rules. Adheres to OSHA safety standards that are applicable for safe job performance.
- Implement and maintain project management software for scheduling, upkeep, inventory and compliance of agency property, including all vehicles.
- Perform all repairs and preventative maintenance tasks associated with facility, warehouse and offices. Responsible for applying basic to in- depth fixes to equipment and building systems to ensure facilities are safe, tidy and functional.
- Possess trade skills such as; carpentry, plumbing, electrical, painting, roofing, heating and air conditioning
- Possess basic computer skills.

QUALIFICATIONS:

- 2 years' general maintenance experience
- Related degree from technical college
- High school diploma or equivalent
- Familiarity with Microsoft Office - Word, Excel, Outlook
- Knowledge of HVAC, electrical, carpentry, plumbing, painting
- Ability to use hand tools including drills, plungers, carpet cleaners, vacuum cleaners, mowers and snow blowers.
- Possess trade skills such as; carpentry, plumbing, electrical, painting, roofing, heating and air conditioning.
- A valid driver's license
- Forklift certified, preferred

WORK ENVIRONMENT:

- Requires standing, walking, twisting, bending, pushing, kneeling, stooping, stretching and climbing stairs and ladders