

**JOB VACANCY NOTICE**

**POSITION:** Building Technician (Full-Time)  
Maintenance (Washington, Westmoreland and Greene Counties)

**PAY GRADE:** 8

**WAGE:** \$22,757 (as a minimum)

**ESSENTIAL FUNCTIONS:**

- Responsible for completing all activities and assignments necessary to maintain the general repair and safety of buildings, equipment and grounds.
- Responsible for Housing Quality Inspections using Housing and Urban Development's HQS.
- Snow removal and lawn maintenance
- Strip and wax flooring
- Makes plumbing, electrical and mechanical repairs.
- Repairs equipment as needed.
- Paints room, hallways, and other areas as needed.
- Maintains inventory of supplies including receipt and distribution.
- Prepares daily reports to the Building Superintendent
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

**QUALIFICATIONS:**

- Possess specialized mechanical or maintenance training and/or skills.
- Ability to complete minor/major interior and exterior labor intensive projects such as dry wall, carpentry, flooring etc.
- Experience using and operating various tools and equipment.
- Available to work varied hours.
- Ability to transport oneself in an insured vehicle, as program needs dictate.
- Ability to observe and identify potential problems and take preventive measures appropriately;
- Ability to climb and work on a ladder.
- Ability to lift and carry materials/tools weighing up to 75 lbs.
- Ability to bend, stoop, crawl, and work in awkward positions and places for extended periods of time.
- Demonstrated knowledge of basic computer skills.
- Ability to read, comprehend, and follow written and verbal instructions, and follow supervisory directions.
- Ability to receive performance feedback and instructions calmly, without reacting negatively or emotionally.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Human Services and FBI Fingerprint Clearances.

**QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE FOR HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022, ATTENTION: POSTING#18232.**

**EQUAL OPPORTUNITY EMPLOYER**