

COMPREHENSIVE COMMUNITY SERVICES, INC.

JOB VACANCY NOTICE

Become a leader...Become an innovator...Make a difference in your community and join the premier nonprofit human services company in the region. Come join our team and build a career with SPHS! SPHS continues to be a leader in the human services field for over 50 years and counting, providing a wide variety of services throughout Butler, Fayette, Greene, Washington and Westmoreland counties.

POSITION: Maintenance Assistant (Part-Time)
Maintenance

PAY GRADE: 2

WAGE: \$9.85/hr. (As a minimum)

ESSENTIAL FUNCTIONS:

- Primarily assists with interoffice moving projects, including but not limited to, file boxes, furniture, equipment, etc. Provides assistance on other assigned maintenance projects or tasks.
- Will report as needed to perform moving duties for the Agency.
- Safely operate and maintain Agency vehicles.
- Loads and unloads vehicles by hand or by use of hand truck or dolly.
- Lift and carry furniture, boxes, etc.
- Assists in cleaning truck, tools, and equipment.
- Adheres to all safety procedures, policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

QUALIFICATIONS:

- Demonstrated ability to safely operate and control delivery vehicles;
- Knowledge of general and routine vehicle maintenance requirements;
- Valid Pennsylvania driver's license and safe driving record;
- Must be considered insurable by the Agency's Insurance Company.
- Must successfully obtain Criminal History Clearance from the PA State Police
- Lifting 100# maximum and occasionally lifting and/or carrying articles and small tools.
- Walking, standing, bending and kneeling as required to carry out the job.

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, email naffinito@sphs.org or kjohnson@sphs.org. ATTENTION: POSTING#19116.

EQUAL OPPORTUNITY EMPLOYER