

POSITION DESCRIPTION

TITLE: Maintenance Technician	MANAGER TITLE: Facilities Manager
SALARY RANGE: \$37,500-\$47,500	FLSA STATUS: Non-Exempt
DATE: 2025	FT/PT STATUS: Full-time
DISCLAIMER: The information presented indicates the general nature, level, and work expected of employees in this role. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all job duties, responsibilities, qualifications, and objectives required of employees assigned to this job.	

SUMMARY OF ROLE

Under the general supervision of the Facilities Manager, the Maintenance Technician is responsible for performing and coordinating the maintenance and repair of the Sarah Heinz House (SHH) building, mechanical systems, vehicles, swimming pool, and grounds, including the Heinz House Camp in Ellwood City, PA. The Maintenance Technician also assists in supervising and ensuring sanitation for all indoor and outdoor facilities. This role requires the Maintenance Technician to serve as a positive adult role model while fostering professional relationships with members, parents, volunteers, staff, and the community.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Essential Duties:

- Maintains building operations and ensures the facilities are always safe and functional.
- Manages technical repairs like inspecting and fixing HVAC systems alongside external contractors.
- Manages routine maintenance and emergency repairs to prevent and resolve safety or comfort issues.
- Install new equipment and oversee building upgrades according to the Facilities Manager or organization requests and needs to preserve and maintain all buildings, materials, vehicles, equipment, chemicals, and other relevant structures and supplies.
- Maintain all SHH buildings, chemicals, materials, equipment, grounds, and vehicles to ensure safety
- Follow *the* preventative maintenance schedule for SHH buildings, grounds, and vehicles, wastewater treatment plant, water treatment plant, and other equipment, as designed by the Facilities Manager
- Submit departmental requisitions for approval regarding supplies and/or materials, as well as review and approve invoices for accuracy before submitting for payment
- Manage, maintain, and replenish inventory of all custodial and maintenance supplies
- Effectively and efficiently troubleshoot problems and personally take necessary steps to implement appropriate repairs.

- Exercise sound judgment regarding when and how repairs may be addressed in-house and when to consult the Facilities Manager regarding the possible need for outside service providers.
- Maintain all SHH buildings, grounds, and vehicles in compliance with local, state, and federal regulations
- Develop and maintain program records relevant to OSHA compliance issues
- Follow safety rules and procedures.
- Correct unsafe or unsanitary working conditions.
- With support and direction from the Facilities Manager, ensure all facilities are up to date, safe, and maintained.

Secondary Duties:

- Submit recommendations to the Facilities Manager regarding existing policies and procedures that may impact operations and/or suggest modifications to improve existing policies and procedures
- Follow all department procedures, including completing necessary forms and data entry.
- Support the operation of the wastewater treatment plant and system by DEP standards
- Serve as liaison with outside maintenance and custodial contractors and service providers
- Work in concert with volunteer groups to plan and ensure smooth and productive events, such as service workdays, Comcast Cares Day, camp set-up/tear-down, etc.

Other duties as assigned.

COVID-19 REQUIREMENTS

- Proof of vaccination OR submission of weekly negative COVID-19 test (PCR). The test cost is at the employee's expense unless they meet the legal requirements for a medical or religious exemption.

EDUCATION/EXPERIENCE/CLEARANCE/CERTIFICATION REQUIREMENTS

(*current certification required or must be acquired within the timeline determined by the supervisor)

- A high school diploma or equivalent is desired
- Previous experience preferred in general building maintenance
- General knowledge of the operation, upkeep, and maintenance of sanitation equipment
- General knowledge of labor issues about building/premise safety
- Reasonable knowledge of building trades and skills, including any combination of plumbing, electrical wiring, carpentry, for handling basic repairs or improvements
- Experience in plumbing, heating, air conditioning, general handywork, and other building maintenance-related functions preferred

- Interpersonal skills to interact with employees and volunteer groups in a pleasant manner
- Attention to detail to ensure that all jobs are completed in an exemplary manner and any potential hazards or warning signs of problems are not overlooked
- Required Clearances: National Criminal Background Check (FBI Fingerprint Registry check), PA State Criminal Registry Check, PA State Child Abuse Registry and National Sex Offender Registry, Pennsylvania Criminal Background Check, and PATCH
- Must possess a valid state driver's license and maintain a satisfactory driving record

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

- This position primarily works in various environmental conditions, including exposure to heat and cold inside and outside buildings.
- Remain on their feet in an upright position for continuous periods.
- Climb ladders and work in overhead areas.
- Raise or lower objects to 75 lbs. from one level to another.
- Carry objects up to 50 lbs., requiring the employee to bend forward at the waist or by bending the legs and spine.
- Ability to crawl or move about on hands and knees.
- Regularly grasp or reach and pick up objects.
- Walk distances in the facility during work.
- Repeated motions with wrists, hands, fingers.
- Ability to handle a complete shift of being active and working on the building, premises, and equipment.

This is not an all-inclusive document, as additional duties, expectations, demands, etc., may be added or changed on an as-needed basis to meet organizational needs.

REQUIRED CERTIFICATIONS

- CPR/AED (will offer on-the-job training)
- First Aid (American Red Cross) (will offer on-the-job training)
- CPO (Certified Pool Operator) certification preferred (or willing to attain)
- EI STP Wastewater Treatment Plant License preferred (or willing to attain)
- Department of Agriculture Pesticide License for swimming pool operations preferred (or willing to attain)
- Allegheny County Bathing Place Certification preferred (or willing to attain)

COMPENSATION PACKAGE

- Discretionary Bonuses
- Employer contributed 401K
- Medical, Dental, Vision
- Access to Health Savings Account

- Free on-site parking
- Free fitness center access

WORK SCHEDULE

- TYPICAL SHIFT (Is subject to change at any time, and the percentages can and will fluctuate):
Monday - Friday, Variable, will usually be close to an 8-hour day, sometimes between 5 am-5 pm, scheduled by the supervisor; evening and weekend work may be required, depending on circumstances, sometimes without advanced notice; moderate local travel possible (including resident camp location).

OUR WORK CULTURE

Sarah Heinz House seeks to foster a welcoming and inclusive environment rooted in dignity and respect where all voices are heard and valued. We are committed to individual and systemic diversity, equity, and inclusion work. We take a collaborative approach to our work, encouraging differing opinions, ideas, and creative solutions to be shared from all areas of our organization through healthy, constructive dialogue with one another. When exploring opportunities or challenges, we employ a "How might we" mindset and are data-driven and results-focused. Our shared desire to help all children *laugh, learn, and lead* drives us to bring our best effort forward daily.