

Holy Family Institute

Maintenance Assistant

Journey of Hope

Reports to: Supervisor of Facilities

Position: Non-exempt and Full-time 12 months

Hours: A total of 40 hours per week with flexibility for weekends and evenings.

General Statement of Duties: The Maintenance Assistant will work to protect assets through timely and routine maintenance initiatives. This position will work specifically on Journey of Hope facilities. This position will perform all renovations to our buildings including drywall, minor plumbing, electrical, minor appliance and carpet repair and carpentry, etc. This person will walk the property daily to ensure all safety standards and protocols are being met; and communicate to supervisor any issues that arise. He/She will provide the highest level of customer satisfaction by ensuring that all work orders are responded to professionally and promptly. Final approval for hire will be done by the Project Officer of the Office of Refugee and Resettlement which is a sub-agency of the Department of Health and Human Services of the federal government.

Essential Functions:

1. Promotes the Mission and Philosophy of Holy Family Institute.
2. Must have ability to perform minor carpentry skills and jobs
3. Must have ability to perform some electrical jobs and have knowledge as to when to call someone for assistance.
4. Minor repairs of appliances will be assigned at times. Knowledge of dishwashers, vacuums, disposals, washers, dryers, etc., preferred.
5. Operate hand tools and know how to do so safely.
6. Perform janitorial duties, such as garbage pick-up, cleaning spills, etc.
7. Aware of the dangers of hazardous chemicals, cleaners and paints that are used in daily job.
8. Ability to work in adverse weather conditions for periods of time.
9. Learn fire system and alarm system as to be able to handle emergencies.
10. Responsible for the care of equipment, tools and be able to report non-functioning tools to supervisor.
11. Know the location of emergency shut off valves and safety equipment.
12. Restock supplies as needed.
13. Perform minor plumbing – including unclogging toilets and sinks)
14. Assists with annual Department of Health & Human Services checklists and preparation for audit.
15. Move furniture and office equipment.
16. Participate in monthly facility walkthrough of areas.
17. Ability to learn computer program for maintenance request system.
18. Assist with vehicle maintenance, i.e., take vehicles for oil changes, etc.
19. Able to follow directions and report back to supervisor with results.
20. Completes other basic maintenance tasks as directed by supervisor.
21. Attend mandatory trainings and other trainings to enhance professional development, participating in a minimum of 40 hours of required refresher trainings per calendar year—and assure that CPR and CPI training are completed annually within one year of the last date in which the employee last took them.
22. Promptly report 1. any civil or criminal convictions, charges, arrests, investigations or adjudications—that may arise since staff member's last background investigations, including but not limited to 2. having engaged in or attempted to engage in sexual abuse, sexual

harassment or inappropriate sexual behavior; having been civilly or administratively adjudicated to have engaged in or attempted to engage in 1. or 2. above

23. Responsible to give advance notice to cottages and school of any contractors or visitors.

24. Assures all contractors, visitors sign in and out at front desk before going in JOH cottages or school.

Minimum Qualifications:

High School diploma or GED required. Candidate must have custodial experience with a minimum of 3 years experience in general maintenance. Valid PA driver's license required. Act 33/34 clearances and FBI Clearances required. Final approval of candidate by Candidate must be physically capable of lifting 50 lbs. EOE.

Please visit www.hfi-pgh.org/careers to complete an online application.