

## **PROFESSIONAL OPPORTUNITY**

### **Maintenance Coordinator (permanent, part time)**

Heritage Community Initiatives is honored to celebrate our fourth decade of serving families in forty communities within Eastern Allegheny County through our Transportation, Education, and Nutrition programs. Each year, Heritage provides highly accredited academically-based early learning and out-of-school time programming for over 300 at risk children. Heritage Community Transportation, a fixed-route transit service in operation for 20 years, has provided more than 1.5 million rides for residents in largely transit-isolated communities. Heritage is the only human services nonprofit in the Commonwealth designated as a provider of public transportation. More than 100,000 meals are served each year by our Nutrition Services, which offers solutions in meal planning, ordering, preparation and delivery while creating healthy options for youth and senior populations.

#### **Position Summary**

The Maintenance Coordinator is responsible for carrying out a wide variety of repairs, maintenance and improvement services while possessing a broad range of craftsmanship and practical skills in order to accomplish assignments. Assignments can include, but are not limited to: painting, gardening, building repairs, processing maintenance requests, etc. The Maintenance Coordinator will be required to maintain a clean and safe work environment within Heritage buildings as well as the upkeep of all Heritage properties. This key position, which reports directly to the Executive Assistant/Operations Manager, requires an individual who is both flexible and reliable as they will play the leadership role in making certain our buildings and properties are well-maintained and in compliance with all regulations and ordinances as required.

#### **Responsibilities**

- Oversee the maintenance of all three buildings and more than twenty properties:  
Fulfill Maintenance/Facility request orders that include repairs in the building(s) year-round. Seasonal work includes snow shoveling and salting around the buildings in the winter during inclement weather (if applicable), cutting of hedges (occasionally) and daily trash pickup outside of building.
- Transports meals to our education programs and Nutrition clients.
- Assists the Nutrition Department (assignments vary based upon programmatic need and staffing assignments).
- Deliver supplies to our programs.
- Replenish soap/toilet paper/paper towels in classrooms and bathrooms at our Early Learning Center.
- Assistance at community affair events (example: setting up tables/tents/props, etc...).

- Daily trash pickup outside of our Early Learning Center, tenants and playground to ensure cleanliness and safety.
- Work with the President's office to ensure all construction projects are moving forward and meeting compliance requirements.
- Occasional Vacuuming/Mopping/Cleaning/Trash removal.
- This is a permanent, part time position that may require work outside of normal business hours on occasion and respond to emergency situations during and after normal business hours.
- Perform other duties as assigned.

### **Qualifications and Skills**

- High School Diploma or equivalent.
- Previous experience in maintenance or other related field.
- Current FBI, Child Abuse, National Sex Offender and State Criminal Background clearances or be able to attain all clearances within 30 days of hire.
- Current health assessment and TB test.
- Valid Pennsylvania Driver's License and access to a vehicle is required.
- Must be able to lift 30+ pounds.
- Familiarity with handheld tools and equipment.
- Previous maintenance experience required.
- Excellent at handling repairs and minor renovations.
- Self-starter requiring minimal supervision.
- Ability to establish and maintain effective work and community relationships and partnerships.
- Must enjoy working around children of all ages.
- Provide quality, cost effective workmanship.
- Detail and deadline oriented.
- Customer service focused.
- Effective communication.
- Ensure the efficient use of materials and maintain adequate stock of necessary supplies in a cost-effective manner.
- Team player who can work independently.
- Well organized and apt in problem-solving.
- Identify and report the need for major repairs.
- Ability to professionally interface with constituents, tenants, community members, etc.

**Applicants are asked to send a cover letter and a copy of your resume to [humanresources@heritageserves.org](mailto:humanresources@heritageserves.org) and please visit our website for additional information about Heritage Community Initiatives – [www.heritageserves.org](http://www.heritageserves.org).**

