

Berks Counseling Center – Job Description

Position Title:	MAINTENANCE TECHNICIAN	Classification:	N1, N2
Department:	HOUSING	FLSA Status:	NON-EXEMPT
Accountability:	DIRECTOR OF HOUSING	Status:	PART-TIME
Primary Location:	BCC	Creation/Revision Date:	MAR 2016

General Summary

The maintenance technician provides general maintenance of building sites, including minor carpentry, electrical, plumbing, drywall, and painting as well as the ability to drive and use hand tools. Also performs lawn care and snow removal.

Minimum Qualifications

2 years experience in general maintenance of building sites, including minor carpentry, electrical, plumbing, and drywall, preferred. The ability to use hand tools required. The ability to lift and pull 50 pounds, climb and perform work from ladders, bend, and stand for periods of time required. Valid PA Drivers License and the ability to drive and travel required.

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made.

Knowledge, Skills, and Abilities

- Knowledge of basic maintenance skills including minor carpentry, electrical, plumbing, drywall, painting and lawn care.
 - Skill in performing basic maintenance tasks as well as cleaning, lawn care, and snow and ice removal.
 - Ability to use hand tools, lawn care and snow removal equipment.
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Essential Job Functions

1. Ensure the physical integrity of properties owned and/or managed by BCC by monitoring sites for basic repairs and maintenance, lawn care and snow and ice removal.
 2. Perform general cleaning and maintenance on all BCC owned and/or managed properties.
 3. Inspect and prepare apartments for occupancy.
 4. Keep a log of hours worked at the different sites and the tasks accomplished and submit log to facilities coordinator.
 5. Provide assistance in maintaining supply inventory and equipment needed for job.
 6. Ensure trash is ready for pick up on assigned days.
 7. Be available to provide maintenance services at BCC sites as needed.
 8. Must have the ability to lift 50 pounds, climb and perform work from ladders, bend, and stand for periods of time.
 9. Perform other related duties and activities as requested by supervisor.
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Physical Requirements

- SEEING: Must be able to see well enough to read reports and use computer. Must be able to see well enough to drive an agency vehicle.
- COMMUNICATING: Must be able to communicate to clients, vendors and coworkers.
- MOBILITY: Must have mobility to move about the agency. Must have mobility to move about the community. Must be able to climb and perform work from ladder. Must be able to bend and stand for periods of time.
- LIFTING/PULLING PUSHING: Must be able to lift and pull up to 50 pounds.
- OTHER: Must be able to write and use technology.

Note: The statements herein are intended to describe the general nature and level of work being performed, but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of Berks Counseling Center. Berks Counseling Center is an equal opportunity employer.

MAINTENANCE TECHNICIAN – Signature / Date

DIRECTOR OF HOUSING – Signature / Date

PRINTED NAME

PRINTED NAME