



Title: Maintenance Technician
Date: 2024
Division: Administration/Facilities
Supervisor: Chief Administrative Officer

POSITION SUMMARY:

As a Maintenance Technician, the primary responsibilities are to maintain an attractive, safe, and pleasing environment for visitors, staff, and volunteers, which is of the utmost importance in delivering service. Perform all regular cleaning and maintenance and repair duties to interior and exterior of property. Conduct regular inspection of interior and exterior of property. Report to management all additional maintenance and repair needs for referral to outside vendors as appropriate. Maintain a secure, weatherproof, stable environment for collection storage and management. Maintain positive, professional relationships with visitors, staff, volunteers and vendors.

SPECIFIC RESPONSIBILITIES:

- Responsible for daily upkeep of the interior and exterior of the property building and premises, includes cleaning and removing of trash.
- Responsible for pressure washing building to maintain clean exterior appearance.
- Remove snow and spread salt on public passageways to prevent ice buildup in areas.
- Responsible for the care, maintenance and inventory of all supplies and equipment owned by the Historical Society of Pennsylvania.
- Responsible for setting up and breaking down furniture for events.
- Manage deliveries inbound and outbound.
- Ability to do light maintenance throughout property.
- Conduct minor repairs on ground level lighting or lighting that can be reached with a 6-foot ladder.
- Proactively report potential future property maintenance issues to Chief Administrative Officer.
- Responsible for engaging, communicating and supervising onsite contractors, i.e. HVAC, pest control, roof maintenance, electricians, plumbers, etc., and validating work completed for the property.
- Responsible for professional appearance, courteous, efficient response at all times.
- Knowledge of and operate within OSHA (Occupational Safety & Health Act) standards and company safety policies at all times.

SKILLS AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- High School Diploma or Technical School or equivalent required.
- Minimum 1-5 years working in the facilities industry with related experience or training.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to follow verbal and written directions, keep accurate records, fill out logs and journals, and perform administrative operational functions.
- May be required to use personal transportation to perform work duties.
- Knowledge of basic principles of plumbing, wood finishing, electrical and carpentry.

- Ability to operate a variety of hand and power tools, including drills, floor buffer, vacuum, carpet cleaner, power washer and other tools used in building maintenance.
- Knowledge of methods, materials and equipment regularly used in custodial, maintenance and repair work.
- Team player, able to work independently, take direction from others and have strong communication skills.
- Perform other duties and projects as assigned.

STATUS: Exempt

SALARY RANGE: \$42,500 - \$50,000

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, taste and smell, and talk and hear. The employee frequently is required to use hands to handle or feel objects, tools or controls; reach with hands or arm; and climb, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance, color vision and depth perception.

Submit resume and/or CV to Resumes@HSP.org.