

Career Opportunity Form

PAHMA
Member Name Geoff Winghart

Company or
Agency Name National Church Residences

Contact Name Geoff Winghart

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Address Line 2

City Pittsburgh

State PA

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Position Available

Maintenance Technician

Description of Position

According to prescribed policies and procedures, under the general supervision of the Senior Property Manager, Property Manager, and/or Maintenance Supervisor, assumes responsibility for general building maintenance including preventative maintenance, minor repairs and completion of work orders. Supervises and assists outside service personnel and vendors as needed. Reports major repair and maintenance needs to supervisor.

Duties and Responsibilities

Assumes responsibility for assigned facility maintenance functions.

- a. Conducts general maintenance of resident units and common areas including carpentry, painting and other general repairs.
- b. Prepares vacant units for move-in, including, but not limited to, painting, cleaning and carpet cleaning.
- c. Performs and arranges scheduled preventative maintenance and cleaning. Completes inspections and tests, and maintains logs and records reflecting results.
- d. Performs maintenance on all security systems, fire alarms, and door locks.
- e. Adheres to schedule and takes assigned on call duties as directed.
- f. Provides assistance and direction on outside service and repair work.
- g. Performs landscaping duties (lawn mowing, hedge trimming, bed maintenance) as needed.
- h. Maintains grounds, parking lots, and driveways, including keeping walkways and parking lots free of snow and ice.
- i. Cleans common areas of property. Duties include emptying trash, dusting and vacuuming; polishing/cleaning furniture, cleaning fixtures, window ledges, mopping floor areas.
- j. Cleans and deodorizes bathrooms. Replaces toilet paper and paper towels.
- k. Removes trash from common areas. Maintains dumpster area.

Qualifications

1-2 years experience

Location Pittsburgh

Compensation 19.75/hour

Benefits Yes

Date Available 11/17/22

Preferred Contact Method Email

Contact Information gwinghart@nationalchurchresidences.org

Special Instructions apply via: www.nationalchurchresidences.org

Verification
