

## Career Opportunity Form

PAHMA  
Member Name      SeniorCare Network

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Company or  
Agency Name      SeniorCare Network

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Contact Name      Cassandra Law

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Address              1215 Hulton Road

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Address Line 2

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City                    Oakmont

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State                   PA

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Zip                     15139

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Telephone            4128266196

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Fax                     412-826-6520

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Email Address      [claw@srcare.org](mailto:claw@srcare.org)

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Position  
Available

Maintenance Tech II

Description of  
Position

Ability to perform various skilled building operational tasks as required by schedule or work orders to ensure safety and comfort of residents, visitors, and employees. Must be able to perform and/or assist with all duties of lower-level Technician positions.

Duties and  
Responsibilities

Inspects the property: Includes walking the property on a regular basis and coordinate improvements/repairs with the Community Manager.

Plumbing: Identify and repair plumbing problems. Includes the repair, replacement or installation of faucets, pipes, hot water tanks, toilets, garbage disposals, etc.

Equipment: Disassembles various equipment, repairs, adjusts and reassembles the equipment. Documents all repairs, follows all regulatory demands during repairs. Equipment includes heating/cooling units, call systems, lighting fixtures, appliances, etc. which will ensure reliable and safe operation.

Electrical: Tests and determines problems associated with single phase electrical systems. Includes the repair, replacement or installation of power switches, fuses, wall sockets, ceiling lights, ceiling fans and climate control systems. Repairs light fixtures within NEC guidelines to provide a safe environment for the community.

Carpentry: Includes repair/replacement of ceiling tiles, stud replacement, hardware, and minor roofing repair including siding, gutters and fasteners.

On Call/Backup Duties: Responds to emergency or non-emergency calls throughout the housing network, as set forth by present policy. Must be on call 24 hours per day during the rotation period.

Grounds Keeping: Maintains grounds to ensure safety and good general appearance to the public. Includes mowing grass, pulling weeds, trimming and pruning trees and shrubs, watering lawns and plants, clean up of mulch and leaves.

Snow Removal: Includes shoveling or blowing snow from walkways and parking lots. Applying ice melt product to all surfaces.

Cleaning: Maintain a tidy appearance by cleaning common areas, vacant units, parking lots and trash removal throughout the community. Includes floor care and cleaning all surfaces (includes during scheduled backup).

Painting: Includes minor touch-ups and painting of unit turnovers.  
Drywall Repair: Includes filling in small holes caused by nails and minor dings and general replacement of damaged drywall.  
Bids: Obtains bids for capital improvement projects.  
REAC Inspections: Prepare building for REAC Inspections according to HUD specifications and follow thru with documentation. Conduct all repairs as the result of REAC Inspections.  
Preventative Maintenance and Inspections: Conducts and coordinates routine inspections as required by SCN and regulatory agencies to ensure safety and compliance.  
Inventory Control: Maintains inventory control at all times to ensure ample supplies are available, while adhering to the community's annual budget in all maintenance areas.  
Customer Service: Professional, prompt and courteous interaction with residents, visitors and vendors.  
Time Management: Maintaining an organized electronic scheduling and tracking system to effectively complete all maintenance requests in a timely manner and in the order by which they were received or by level of urgency.

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Qualifications

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Location                      Pittsburgh area

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Compensation

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Benefits

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Date Available              ASAP

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Preferred  
Contact  
Method                      Phone

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Contact  
Information

Cassandra Law  
[claw@srcare.org](mailto:claw@srcare.org)

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