

PROFESSIONAL OPPORTUNITY MAINTENANCE COORDINATOR (PART TIME)

For thirty-five years Heritage Community Initiatives has been dedicated to making a positive impact on the social mobility of thousands of families in forty communities through pragmatic programs in Education, Transportation and Nutrition. Each year, Heritage provides the highest-quality early learning and out of school time opportunities to nearly 300 students through nationally accredited education programs, the 4 Kids Early Learning Center and HOST (Heritage Out of School Time). Heritage Community Transportation's fixed route service provides more than 7,000 rides each month for residents in transit-isolated communities and is the only human services nonprofit in the Commonwealth designated as a provider of public transportation. Heritage Nutrition Services prepares over 115,000 meals each year and provides 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 President and CEO, 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
- Act as back up in transporting meals to our education programs and Nutrition clients
- 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 part time position that may be required to 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
- Familiarity with handheld tools and equipment
- Clearances required
- 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
- Valid Pennsylvania Driver's License and access to a vehicle is required
- Must be able to lift 30+ pounds
- Must enjoy working around children of all ages
- Provide quality, cost effective workmanship
- Detail and deadline oriented
- Customer service focused
- Effective communication
- Insure 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 and please visit our website for additional information about Heritage Community Initiatives - www.heritageserves.org