



**POSITION:** Maintenance Assistant I – Temporary – Part Time [APPLY HERE!](#)

**DEPARTMENT:** Building Services (Reports to Director of Building Services)

**PAY RATE:** \$15.00 - \$18.00/hour

\* This is a grant funded position, with the potential to become a permanent position.

**JOB SUMMARY:** The Maintenance Assistant I will be responsible for maintaining the HVAC, electrical, and plumbing systems, painting, snow removal, general repairs and preventative maintenance and processing work orders.

**ESSENTIAL RESPONSIBILITIES:**

- Perform regular maintenance checks by conducting monthly rounds at sites.
- Perform building maintenance and repairs as needed/instructed. Including, but limited to:
  - HVAC
  - Plumbing (fixtures, faucets, hand valves, braids, and cartridges)
  - Painting and wall repairs
  - Carpentry
  - Electric
- Replace locks and reset alarms.
- Maintain life safety and security systems. Acts as security when needed and participate in emergency procedures.
- Have working knowledge of elevator operations.
- Set-up/clean-up for conference room use.
- Assemble, move, and store furniture and furnishings.
- Accurately maintain required building service logs and work orders.
- Operate YWCA Greater Pittsburgh vehicle (re: pick-ups and deliveries).
- Operate a key machine to produce duplicate keys.
  - Maintain log and key control.
- Conduct regular quality assurance checks for safety and potential hazards.
- Maintain interior and exterior grounds (including landscaping and snow removal).
- Maintain high levels of customer satisfaction.
- Maintain a high level of confidentiality when working with sensitive participant, vendor, employee, and/or contract information.
- Work in conjunction with co-workers and management to achieve an inclusive and equitable work culture.

- Display consistent professionalism and courtesy when interacting with internal and external customers.
- Promote and support the mission, imperatives, values, and goals of YWCA while maintaining high performance standards.
- Participate in YWCA professional development opportunities and successfully implement new skills, knowledge and/or procedures.
- Perform additional duties as assigned by the Director within the scope of Building Services.
- May require limited evening and weekend hours, as needed.

#### **MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalent with one (1) year relevant experience.
- Possession of a valid Pennsylvania driver's license is required.
- Act 33/34 clearances, fingerprinting and criminal background checks are also required.
- Familiarity with HVAC, electrical and plumbing repairs. Basic knowledge of safety and emergency procedures, general maintenance repair skills and maintenance knowledge for major facility equipment.

#### **MISSION IMPACT:**

YWCA Greater Pittsburgh employees are working tirelessly at promoting racial justice, reducing race and gender disparities, and deliberately addressing the challenges and celebrating the triumphs of living at the intersection of race and gender. As a member of the YWCA Greater Pittsburgh team, you will have the opportunity to support and advance YWCA Greater Pittsburgh's mission by supporting the provision of direct services and advocacy to support marginalized individuals and families, especially women and girls of color, while working to challenge structural barriers to race and gender equity.

#### **ABOUT YWCA GREATER PITTSBURGH:**

Founded in 1867, YWCA Greater Pittsburgh is a member of a nationally recognized movement with a mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. As a social justice organization, we have a deep commitment to tackling gender inequities and systemic racism; particularly in the places where these systems intersect. We provide direct services, empowerment programming and advocacy to support individuals and families, especially women and girls of color. We strive to become a model nonprofit workplace for a diverse workforce, ensuring that all staff members are paid a living wage and offered competitive benefits, and meaningful opportunities for professional development and career advancement.

***Equal Employment Opportunity Policy:*** *YWCA Greater Pittsburgh will not discriminate against any applicant or employee based on age, sex, sexual orientation, gender identification, gender expression, race, color, creed, ethnicity, origin, lineage or citizenship, genetic information, neurodiversity, disability, family status, marital status, military or veteran status or any other legally recognized protected basis under federal, state, or local laws, regulations, or ordinances. YWCA Greater Pittsburgh also abides by the Crown Act.*

*Applicants requiring reasonable accommodation for the application, prescreening and/or interview process should notify a representative of the Human Resources Department.*