

CADCOM

REV 9/21

JOB DESCRIPTION

Title of Position:	Immediate Supervisor:	Status:	Starting Salary Range:
MAINTENANCE ENGINEER	DEPUTY DIRECTOR	N-EX Pt-time	\$15-\$17/hr.

25hrs/week

Description:

The Maintenance Engineer (M.E.) will be responsible for the routine maintenance and upkeep of the building located at 113 E Main St. Norristown, PA. In addition, the M.E. will perform minor repairs to the facility as needed.

Specific Duties and Responsibilities:

The duties of Maintenance Engineer include but are not limited to:

1. Routine maintenance of building at 113 East Main Street.
2. Sanitize bathrooms, trash removal, and dusting twice a week.
3. Wash store front windows once a month.
4. Replace light bulbs and ceiling tiles as needed.
5. Dust and polish woodwork bi-weekly.
6. Sweep, vacuum and or shampoo the carpets and floors as needed.
7. Remove trash and debris from perimeter of building as needed.
8. Perform minor repairs to the building including painting, carpentry and plumbing when needed.
9. Check and remove debris from storm drain.
10. Snow removal.
11. Perform other duties as required.

MINIMUM QUALIFICATIONS:

- A. High School Diploma or GED recipient and a minimum three years experience.
- B. Ability to perform minor building repairs.

- C.** Possess basic skills in the areas of painting, carpentry and plumbing, etc.
- D.** Any comparable training and/or experience for the above.
- E.** Ability to climb and work using ladders as needed.
- F.** Ability to lift and carry 50lbs of equipment, etc.
- G.** Ability to work with Windows XP, Microsoft Office and database software.
- H.** Possess a valid Driver's License.