



Maintenance & Facilities Engineer

Urban Academy of Greater Pittsburgh Charter School

TITLE: Maintenance & Facilities Engineer

REPORTS TO: Maintenance & Facilities Director

JOB FUNCTION: Under the general supervision of the Maintenance & Facilities Director, the Maintenance & Facilities Engineer has the primary responsibility for maintaining, cleaning, and disinfecting all areas of the Urban Academy. Perform basic cleaning, sanitation, and minor maintenance of an assigned building and associated grounds including sweeping, mopping, vacuuming, dusting, polishing, trash removal, etc. Provide high-level customer service for school events and community activities including set-up/clean-up.

DUTIES AND RESPONSIBILITIES

- Follows and completes the school's daily, weekly, and monthly schedule to include cleaning, sweeping, mopping, vacuuming, dusting, polishing and trash removal of classrooms, offices, cafeterias, labs, art room, break rooms, bathrooms, locker rooms, hallways, entryways, gymnasiums, weight rooms and other areas of a facility including exterior grounds. Guide students and staff in the care and use of the facility
- Interact with and assist students, staff, visitors and groups during and after regular school hours to ensure needs are met regarding building use. Provide set up, tear down and cleaning after activities. Respond to requests, last-minute needs, unscheduled events, changes, etc. regarding building use. Move and set up furniture, materials, boxes, and equipment as requested.
- Monitor and inspect building facility for safety and cleanliness. Maintain and make minor repairs to facility and troubleshoot and report areas requiring maintenance to supervisor. Notify Maintenance & Facilities Director of hazardous or harmful situations.
- Report supply and equipment needs to Maintenance & Facilities Director Custodian. Perform daily preventative maintenance of site custodial equipment.
- Ensure proper use, identification, mixture and application of chemicals.
- Remove snow and ice from sidewalks as needed to ensure safe egress to and from the building.
- Attend work and arrive in a timely manner.
- Perform special cleaning and assist with renovation projects. Operate large cleaning equipment and assist with floor maintenance and restoration as needed.
- Responded as essential personnel in case of an emergency, weather or environment event, and/or school/facility/district closure.
- Perform other duties as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

EDUCATION and EXPERIENCE

Experience in the custodial field required. Knowledge of proper cleaning methods required. Ability to lift up to 100 pounds. Knowledge of the challenges and strengths of low-income families. Effective oral and written communication skills commensurate with the responsibilities of the position are required.

REQUIREMENTS

Act 33/34, Child Abuse, and FBI Criminal Background check required for hire

SALARY RANGE

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\$30,000 - \$37,000

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