



118,000+ local kids need basic school supplies.
Let's fix that.

TEP Facility Maintenance Technician Job Description

Reports to: Associate Director

JOB DESCRIPTION:

The Education Partnership (TEP) provides school supplies for students and their teachers in under-resourced schools in Southwestern PA. Our dedicated team of staff and volunteers embody the organization's core values (equity, integrity, resourcefulness, respect and service) and work in a fast-paced, dynamic and collaborative office and warehouse space with a clear focus on helping kids in need.

As a key member of the Operations Team, the Maintenance Technician will work directly with the Operations team to ensure a well maintained and safe facility.

RESPONSIBILITIES:

Routine facility and vehicle maintenance

- Perform routine facility maintenance around the building such as plumbing repair, HVAC equipment repair, painting, lighting
- Perform preventative maintenance on work vehicles
- Collaborate with other team members to ensure efficient operation of the facilities

Safety

- Conduct inspections to identify any maintenance issues or safety hazards
- Follow safety protocols and guidelines while performing duties
- Perform preventative maintenance on facility and equipment to ensure safe operation

Janitorial duties

- Perform routine cleaning tasks, such as sweeping, mopping, dusting, and vacuuming
- Clean and sanitize restrooms and kitchenettes, replenish supplies
- Empty trash receptacles and dispose of waste properly
- Monitor and maintain inventory of cleaning supplies and equipment

CORE COMPETENCIES:

- Possess strong attention to detail, organizational and thorough follow-through abilities
- Excellent communication and interpersonal abilities
- Possess superior work ethic, excellent problem-solving
- Embrace and communicate a sense of joy and gratitude as a part of the shared privilege of serving students, teachers, donors, board, and community/corporate stakeholders
- Passionately embody and convey TEP's mission, values and message
- Ability to collaborate with team members to accomplish goals and objectives

QUALIFICATIONS:

- Experience in janitorial or maintenance role preferred
- One year relevant work experience

- Basic plumbing, electrical, carpentry and handyman skills
- Ability to frequently lift 50 lbs., stand, walk, bend and stoop for extended periods
- Ability to work independently with minimal supervision
- The following PA clearances, or proof of application of clearances, are required beginning employment and as a condition of continued employment:
 - o Pennsylvania Child Abuse History Clearance
 - o Pennsylvania State Police Criminal Record Check

Compensation and benefits:

This is a part-time position based in Pittsburgh, Pennsylvania. Hourly compensation range is \$16-\$17 and will commensurate with applicant's education level, experience and other attributes. Benefits include free parking, professional development, advancement opportunities, PTO, 401K and will be discussed and considered as part of the overall compensation package.

Job placement at The Education Partnership will include successful past employer reference checks. All employment practices are in accordance with State of Pennsylvania and the EEOC guidelines and regulations. Storehouse for Teachers d/b/a/ The Education Partnership is a Pennsylvania nonprofit corporation and is subject to the governance of their Board of Directors 501(c)(3). The Education Partnership is an Equal Opportunity Employer. Personnel are chosen on the basis of ability without regard to race, color, sex, national origin, religion, age, disability, gender, sexual orientation, gender identity/expression, protected veteran status, genetic information, marital status or any other characteristics protected by applicable laws.

To apply: Email cover letter and resume to: resumes@theeducationpartnership.org. Please mention how you heard about the position.