

Employment Opportunities

Facilities Maintenance / Custodial Head

Department: Facilities

Reports to: Physical Plant Manager

Status: Non-Exempt, Full-Time Hourly



Summary:

This is an hourly full-time position in the facility department of the Scranton Cultural Center. Hours will vary depending upon event and activity schedules, however this position schedule will primarily be 'second' shift, evening and weekend work will be required. The position will be responsible for daily maintenance and cleaning, setup and teardown of event equipment (tables, chairs etc), equipment and building systems maintenance and repair. Specifically, this person will:

Essential Functions:

- This is a key holder position with the need to secure and open / close the facility unassisted.
- Responsible for the daily maintenance needs of the facility including supervision and participation in basic cleaning and housekeeping tasks (trash removal, vacuuming, mopping, dusting and similar).
- Supervise other part-time facility / maintenance staff in clean-ups, setting up and tearing down for events (moving tables, chairs, etc.)
- Assist Physical Plant manager in scheduling of facility staff to best suit event schedule and building needs.
- Perform monthly equipment maintenance including checking fan motor belts and lubrication, HVAC filter replacement, cleaning of room vent grates, and similar.
- With Physical Plant manager perform maintenance and repair of HVAC systems including routine blowing down of boilers and hot water systems, cleaning pumps filters, lubrication of motors and similar.
- Perform inventories of supplies and assist in ordering of same.
- Keep the working areas clean and orderly.
- Perform minor repairs on standard cleaning equipment – replace vacuum belts, change bags, clean exterior of equipment and so on.
- Receive and transport deliveries for other facility departments as needed.
- Develop an understanding of the overall operational needs and goals of the SCC and assist in their implementation.
- Develop an understanding of all SCC mechanical systems, including HVAC, electrical, pneumatic, water and sewer, and set up and supervise scheduled maintenance of same.
- Other duties as assigned by supervisor.

Machines, Tools and Equipment:

- Familiarity with basic hand and power tools and their use.
- Basic understanding of electrical theory and ability to do basic electrical repairs using standard tools of the trade (meter, soldering iron, etc.).
- Basic understanding of plumbing and ability to do basic plumbing repairs using standard tools of the trade (pipe cutter, torch, plumbers snake, pvc cutter, etc.).

- Basic understanding of floor cleaning equipment and ability to instruct others in same.
- Basic familiarity with maintenance of cleaning equipment, such as vacuums, mops, floor scrubbers, etc.
- Basic understanding of the operation of and safe practices involved in stage lighting, sound and fly systems.

Minimum Qualifications:

Education:

Minimum Bachelor’s or Associates Degree or Certifications, Training Certificates in a related field, or at least five (5) years practical knowledge from working in the field in similar position.

Experience:

Minimum five years experience working in similar position.
Experience supervising staff and maintaining records.

Abilities and Skills:

- Interpersonal skills necessary to deal effectively and courteously with staff and clients.
- Flexible availability.
- Ability to work independently with little verification where errors may have an impact on organizational goals and / or finances.
- Ability to read and write and interpret written and/or verbal instructions.
- Able to present oneself in a professional manner and demeanor at all times despite the challenges a situation may present
- Ability to solve routine problems with accuracy and composure.
- Effective written and oral communication skills.
- Ability to work in an active environment with frequent interruptions and deal with a variety of assignments simultaneously.

Physical Standards:

- Ability to lift and carry objects weighing up to 50 lbs.
- Ability to climb and work from step ladders, work while standing for extended shifts.
- Ability to work in a varied noise environment.

Certifications (Preferred but not required):

- Certification of First Aid and / or C.P.R. or willingness to become certified.
- Valid PA Driver’s license.

Job Relationships:

Positions Supervised:

Some part time custodial, maintenance and event staff will report to this position as duties require.
Some outside vendors will report to this position as duties require.

Interfacing Departments:

Outside Vendors/Clients/Users	Programming
Technical	Development
Special Events	Food / Beverage

Special Job Features:

Flexible hours, evenings and weekend hours are required. Primarily a second shift position.

Wage and Benefits:

Hourly Rate and Wage will be commensurate with experience starting range from \$12.00 to \$17.00 per hour (\$24,960-\$35,360 annual potential).

Benefits will be as currently offered per Scranton Cultural Center personnel handbook for full-time, non-exempt employee positions which currently or may include:

- Health Insurance coverage as currently offered to full-time employees for individual coverage and the group insurance certificate.
- Dental Insurance coverage as currently offered to full-time employees for individual coverage and the group insurance certificate.
- Short-Term, Long-Term Disability and Life Insurance Coverage coverage as currently offered to full-time employees for individual coverage and the group insurance certificate.
- Participation in retirement savings program subject to the summary plan description. Eligible employees may receive matching contributions according to the plan document.
- Paid Time Off (PTO) as per the employee handbook based on years of service.

To apply for this position, send your resume to the Scranton Cultural Center:

Scranton Cultural Center

HR/Building Maintenance Position

420 North Washington Avenue

Scranton, PA 18503

fax: 570-346-7365

email: jobs@scrantonculturalcenter.org