

POSITION ANNOUNCEMENT

ANTICIPATED FACILITIES MAINTENANCE TECHNICIAN

REQUIRED RESPONSIBILITIES AND QUALIFICATIONS

- Work directly with outside contracted services. Procure goods and services required for facility maintenance, coordinate work with vendors and contractors as needed
- Utilize computerized work order system to generate, track, report, and complete work orders in a timely, accurate and complete manner
- Maintain maintenance stock inventory
- Act as representative for the school safety committee and advise the committee
- Understand PA state regulatory building codes for PA schools; assist with bidding specifications as necessary for updates as per code requirements
- Possess basic knowledge of commercial HVAC, plumbing, electrical, building security, fire suppression systems and local ordinances
- Must be willing to attend training programs as deemed necessary by the Center to accomplish job duties related to a school environment
- Operate a forklift, lawnmowers, snow removal equipment and vehicles
- Work as a team member with all staff, communicate effectively, tactfully, courteously, and exercise good judgement and complete tasks with minimal supervision
- Must be able to be on call in case of emergencies
- Must be flexible with hours during periods of snow and emergencies
- Possess or be willing to work towards obtaining pesticide applicators license for schools
- Must possess valid driver's license and mandatory Pennsylvania Department of Education clearances (FBI Fingerprinting Act114, Child Abuse Clearance Act 151 and PA State Criminal Background Clearance Act 34)

STARTING: As soon as possible

SALARY: Negotiable based on experience plus Medical/Dental/Vision/Life Disability Insurance; Retirement Plan, Paid Time Off

SEND RESUME, LETTER OF APPLICATION & CREDENTIALS TO:

Lebanon County Career and Technology Center
Tina Geyer, Business Administrator
tgeyer@lcctc.edu
833 Metro Drive
Lebanon, PA 17042