



Job Description

Job Title: Maintenance//Engineer

Supervised By: Facilities Director

Job Summary: Responsible for maintaining the building and grounds of all PICA facilities ensuring that they are kept in excellent condition and meet all safety and code requirements.

Key Tasks and Responsibilities:

- Maintain and repair electrical, HVAC System, and plumbing.
- Activate and deactivate building alarms and respond to security calls after and during regular work hours.
- Ensure the upkeep and maintenance of all areas of the facility
- Maintain the cleanliness and hygiene of the work areas.
- Report defects, damages, and malfunctions of any kind to the supervising authority.
- Floors, sinks, painting and patching walls and roof, plumbing.
- Move and assist in transportation of furniture and equipment.
- Establish a preventative maintenance program for all facilities.
- Maintain inventory of all equipment and supplies.
- Maintain a security and key control system.
- Repair and maintain cabinets, desks, and furniture.
- Shoveling and mowing.
- Effectively complete all tasks as assigned by the supervising manager.
- Dependable Attendance
- Perform other duties as assigned.

Required Skills Knowledge and Abilities:

- 2 c boiler license
- Universal Refrigerator license
- Knowledge of HVAC, electrical systems, and plumbing.
- Knowledge of building maintenance and repair.
- Ability to use efficiently various power and hand tools.
- Ability to lift 50 pounds.
- Ability to work well with individuals from various ethnic and socio-economic backgrounds and establish and maintain effective and cooperative working relationships.
- Ability to follow oral and written instruction.
- Must possess valid Minnesota Driver's License and vehicle insurance with a dependable means of transportation.

Statements included in this job description do not necessarily represent an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed as circumstances change.

Please apply online at www.picaheadstart.org or
at 700 Humboldt Ave N, Minneapolis, MN 55411