



Position: CUSTODIAN/MAINTENANCE SUPERVISOR (CMS)

Exemption Status: Non-Exempt

Job Status: Full-Time; 40 Hours/Week

Pay: \$15.00 - \$17.00/hour

FWA Eligible: Yes (Flex Time Only)

Department: Administration

Reports To: Fiscal Director (FD)

Direct Reports: Custodian/Maintenance Associate(s)

Location: Homestead, PA

Summary: The Custodian/Maintenance Supervisor (CMS) is responsible for the supervision of custodial/maintenance staff, the day-to-day custodial/maintenance operations at assigned sites and throughout the agency. Responsible for the safe, professional, and efficient completion of facility cleaning, maintenance, preventive maintenance, grounds maintenance and scheduled interval projects conducted at the assigned site(s) and LifeSpan locations.

Essential Job Duties:

- Develop custodial/maintenance schedules/procedures and ensures consistent implementation at all locations.
- Train and supervise maintenance staff.
- Monitors compliance with established preventive equipment and building maintenance schedule(s) by conducting inspections at all LifeSpan locations, resolving issues, as needed.
- Ensures all regulatory compliance mandates are met (inspections, safety guidelines, etc.) for assigned site(s).
- Monitors supply inventory and requisitions needed supplies from LifeSpan AP/Purchasing Associate.
- Reviews and tracks in process repairs and maintenance at facilities, discussing any need for outside professional engagement when repairs/maintenance jobs are beyond the capacity of LifeSpan custodial/maintenance employees.
- Inspects completion of all service orders, maintaining record of all service orders.
- Assists, as directed, the FD to obtain bids on custodial, maintenance, or repair projects that are beyond the capacity of LifeSpan staff.
- Coordinates and oversees repair of buildings, equipment and installation activities.
- Manages on-going relationships with outside contractors and service providers.
- For leased sites, coordinate/monitor with the CMA's assistance, any building repairs that are the responsibility of the Landlord.
- Performs various maintenance functions as needed, including minor repairs that do not require the need for a license in the following areas: electrical, plumbing, appliances (refrigerators, steam tables, freezers, ice machines, etc.), flooring, carpentry, painting, and heating/air issues.
- Performs custodial duties to include scheduled general cleaning and janitorial duties in the areas specified for each building.
- Responsible for cleaning and sanitizing restrooms at assigned location(s).
- Utilizes floor buffer equipment to obtain and maintain wax surface on all VCT and hard surface floors per cleaning/maintenance schedule.
- Utilizes carpet and upholstery cleaning equipment to shampoo or steam-cleans carpets and upholstery, as scheduled/needed.
- Maintains outside areas at each location, operating various equipment for mowing, edging, trimming, snow removal, salt spreading, etc. as necessary to maintain grounds, where applicable.
- Performs weekly courier run, using agency vehicle, to all LifeSpan locations to deliver/pick up interoffice mail and transport supplies.
- Maintains and keeps clean the assigned agency vehicle.



- Carry work cellphone and respond to emergency calls from supervisor or the CEO.

Additional Job Duties:

- As requested, move furniture, equipment, and supplies.
- Additional job-related duties as requested.

Required Qualifications (Education/Skills/Experience):

- High school diploma or equivalent.
- Basic knowledge of standard cleaning methods and procedures.
- Basic understanding of trades related to building maintenance and repair (carpentry, painting, plumbing, HVAC, electrical systems, etc.).
- Experience with using cleaning equipment, including vacuum cleaners, floor buffers, and cleaning solutions.
- A valid driver's license.

Preferred Qualifications (Education/Skills/Experience):

- A degree or certificate from a vocational school in the trades or facility management will be an advantage.
- Experience in planning maintenance operations.
- Ability to perform basic repairs and operate tools or equipment used in routine maintenance.
- Basic computer and Windows/MS Office operations.

Traits/Characteristics:

- Ability to perform physical labor including carrying, lifting, and moving furniture/equipment more than 50 pounds.
- Ability to work in hot or cold conditions.
- Ability to multi-task and prioritize duties from multiple sources.
- Be able to communicate clearly.
- Outstanding organizational and leadership abilities.

Technology/Certifications/Other:

- Pennsylvania State Police background check through the PA Access to Criminal History required, dated within one year prior to the employment start date.
- If applicant has not been a PA resident for two consecutive years, without interruption and immediately preceding the date of application for employment, the applicant must obtain an original PA Department of Aging FBI background check AND the PACH background check.
- PA Motor Vehicle Record check and similar record checks from any state the applicant has resided in during the last year.

I have read this job description, understand its requirements, and agree to meet the responsibilities described herein to the best of my ability. I further understand that I may be required to perform other related duties that are assigned because of program mandates from the funding source or program needs that are determined by the agency.

Signature of Employee

Date

Effective Date: 2/2/2023