

FACILITIES/MAINTENANCE POSTING

Neighborhood Legal Services is a nonprofit law firm located in the cultural district of downtown Pittsburgh. Our mission is to fight for justice for our low-income clients and see —come be part of the solution! Demanding work in a supportive and collaborative atmosphere.

The facilities/maintenance employee will provide general maintenance and building upkeep for the Pittsburgh Office on Penn Ave. This role of a dedicated maintenance technician will perform general maintenance and repair work in our Pittsburgh Office across the facility and equipment.

DUTIES/RESPONSIBILITIES

- Perform general maintenance and basic repairs.
- Maintain supplies to restroom facilities and water coolers.
- Maintain the office supply inventory and deliver supplies to various departments and courthouse staff as requested.
- Prepare offices for a new occupant including cleaning, painting and office supplies.
- Relocate and/or store office equipment, and furniture.
- File or pull a “dead” file as requested.
- Proactively inspect facilities and equipment to ensure optimal functioning; alert management of facility concerns or repair needs.
- Conduct preventative maintenance throughout the building.
- Ensure the building entrance is free of hazards: leaves, snow, ice etc.
- Troubleshoot and repair minor structural issues (such as flooring, sinks, walls, and minor plumbing issues).
- Coordinate with vendors regarding on-site inspections and repairs.
 - (HVAC, Elevators, etc.)
- Support a culture of safety and collaborate with staff on service requests.
- Maintain accurate records of maintenance requests.
- Other duties as requested.

REQUIRED SKILLS/ABILITIES:

- Basic knowledge of HVAC, plumbing, and electrical systems preferred;
- Experience using hand/power tool;
- Experience with painting;
- Strong troubleshooting abilities;
- Strong communication skills.
- Basic computer abilities for interoffice communications and record keeping
- Ability to travel to outer offices when necessary, Beaver, Butler and Lawrence Counties.

EDUCATION AND EXPERIENCE:

- High school diploma or GED; 1+ years of maintenance, construction, plumbing, or electrician experience strongly preferred.
- Painting experience a plus!

PHYSICAL REQUIREMENTS:

- Must be able to lift up to 20 pounds at times.
- Move heavier items on a dolly.
- Ability to perform manual tasks.
- Must be able to move into around the building spaces to conduct inspections and minor repairs.

WORK SCHEDULE:

- Part-time position working 15-20 hours per week.
- Transportation reimbursement

All interested candidates should submit a letter of interest and resume to hr@nlsa.us.

Neighborhood Legal Services is an Equal Opportunity Employer