



# FAMILY HOUSE

## FAMILY HOUSE, INC. JOB DESCRIPTION

**POSITION:** Maintenance Technician  
**STATUS:** Full-Time or Part-Time/Hourly  
**REPORTABILITY:** Director of Maintenance

**GENERAL SUMMARY:** Under the guidance of the Director of Maintenance our Maintenance Technician is responsible for performing maintenance and repair duties, which assure the preservation and upkeep of Family House (FH) buildings and property.

### RESPONSIBILITIES:

- Maintains an awareness of the FH Guest Standards and applies them when the opportunity arises.
- Performs duties which require physical labor including routine maintenance and repairs such as basic carpentry, flooring, minor plumbing and electrical, cleaning of filters and vacuum units as well as other related building, equipment and grounds maintenance and repairs.
- Maintains a basic maintenance log acceptable to Family House standards.
- Works in TELS to document maintenance activities and preventative plans.
- Moves and transports supplies and materials.
- Maintains orderly storage and maintenance work areas.
- Works in collaboration with Director of Maintenance
- Assists with snow removal.
- Must carry a smart phone or other communication device during regular shifts or on-call hours.
- Assists with set-up, tear-down, transporting materials, and various other duties associated with Family House special events.
- Completes special projects and performs other duties as assigned.

### SPECIAL SKILLS AND ABILITIES REQUIRED:

- Must be able to read and write in English and follow verbal and written instructions.
- Must demonstrate ability to read simple blueprints.
- Ability to safely handle and use common tools.
- Must be able to operate maintenance equipment, including snow blowers and lawn mowers.
- Must possess a valid PA Driver's License and have no motor vehicle violations within the past 3 years.
- Must be available to work evenings, weekends, and holidays; on-call every other weekend.

### PHYSICAL JOB REQUIREMENTS:

- Good vision.
- Ability to walk, stand and bend during an entire eight hour shift.
- Must have finger, hand and upper body dexterity to push, pull and move levers and equipment.
- Ability to lift, push and pull up to 25 pounds.
- Must be able to work with arms raised above the head and be able to maneuver a fully loaded cart throughout the hallways during the workday.

- Ability to clean and meet inspection standards for a typical checked-out suite in approximately 40 minutes; single or double unit in 30 minutes; bathroom only, 15 minutes.

**KNOWLEDGE AND PRACTICAL EXPERIENCE REQUIRED:**

- High School Diploma or equivalent.
- Technical school training preferred.
- At least four years of construction or maintenance experience (HVAC, Electrical, and Carpentry).
- TELS experience preferred but not required.

**About Family House**

Family House reduces emotional and financial stress for people dealing with medical crises in a city where they are strangers. Located within close proximity to area hospitals, Family House offers the comforts of home and convenience to loved ones at affordable rates. Whether here for cancer treatments, trauma care, or transplants—our services give families the peace-of-mind to focus on the care of those closest to them.

**Our Mission**

Family House has been open for over 40 years and provides a “home away from home” for patients and their families who must travel to Pittsburgh for medical care.

**BENEFITS FOR FULL-TIME EMPLOYEES**

Family House offers competitive benefits to include:

- Comprehensive medical (UPMC), dental, vision, life & disability benefits package
- Health Savings Account
- 403B with employer match up to 6%
- Vacation, Personal, and Sick days
- Wellness Programs