



PITTSBURGH THEOLOGICAL SEMINARY POSITION ANNOUNCEMENT

GENERAL MAINTENANCE WORKER

INSTITUTIONAL SUMMARY:

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.). Rooted in the Reformed tradition, the Seminary is committed to the formation of students for theologically reflective ministry and to scholarship in service to the global Church of Jesus Christ. Our faculty and educational resources cultivate theologically reflective and contextually engaged Christian leaders. Our programs nurture vocational formation for bearing witness to the gospel of Jesus Christ. Our student body is comprised of Presbyterians, Baptists, Methodists, Episcopalians, Orthodox, and more than 20 other traditions from more than 30 U.S. states and countries around the world.

POSITION SUMMARY:

Pittsburgh Theological Seminary seeks a full-time General Maintenance Worker who will work with the Facilities Department to ensure an acceptable level of services in building maintenance for the Seminary; coordinating work within the unit or department, as well as with other units and departments; reporting pertinent information to the immediate supervisor; responding to inquiries and requests for information.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Perform a variety of duties to ensure acceptable levels of services of in building maintenance for the Seminary including, but not limited to, the following:
 - a. Responsible for all aspects of ground maintenance: cleaning up debris and trash as necessary; mowing and trimming the lawns, trimming shrubbery; snow removal as required, etc.
 - b. Repairs and maintains plumbing in cafeteria, smaller kitchens, restrooms, and apartments by replacing washers or other parts of faucets, opening clogged drains and replacing traps, fittings, pipes, and fixtures or components.
 - c. Diagnose and repairs malfunctioning apparatuses such as lighting fixtures, kitchen appliances, etc.; replace faulty electrical components and damaged or broken wires; running of new wire/dedicated lines.
 - d. Replace damaged ceiling or floor tile and woodwork.
 - e. Installation of shelves, window shades, blinds, curtain rods, door locks, and screens.
 - f. Plaster and painting.
 - g. Provide assistance with campus security matters during working hours as needed.
 - h. Provides guidance and instruction to graduate assistant students, if assigned.
 - i. Practices generally accepted safety procedures on the job.
 - j. Performs other duties as needed to assist others or as directed by supervisor.
2. Coordinates specific work tasks with other personnel within the department as well as with other units and departments to ensure a smooth and efficient flow of information.
3. Cooperates with, participates in, and supports the adherence to all internal policies, procedures, and practices in support of risk management and overall safety and soundness.



4. Reports pertinent information to Director of Facilities as requested, or according to an established schedule.
5. Responds to inquiries relating to his/her/their particular area, or requests from students, other personnel, etc., within given timeframes and within established policy.

QUALIFICATION/REQUIREMENTS

- Basic reading and writing skills
- Ability to lift objects weighing 50 lbs.
- Visual and auditory skills
- Valid driver's license

EDUCATION/TRAINING/EXPERIENCE

- Required: Minimum of one (1) year experience in related position(s)
- Preferred: High school diploma or equivalent; trade school training also preferred.

WORK ENVIRONMENT

All work is on site, 5 days per week. May be required to work evenings; and weekends for special events and/or emergency situations.

EQUAL EMPLOYMENT OPPORTUNITY

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also complies with all applicable federal, state and local laws and executive orders relating to equal opportunity in employment.

TO APPLY

Interested candidates should provide a cover letter, a complete CV or resume, names and contact information (phone and e-mail) for three references; and three writing samples. Application materials should be submitted to careers@pts.edu.

Review of applications and pre-screenings will begin on February 12, 2024. Applications will continue to be accepted until the position is filled. Pittsburgh Theological Seminary will conduct a background check on all final candidates.