

Maintenance Coordinator

Tri County Community Action (TCCA) is seeking an experienced, professional, talented, and reliable Maintenance Coordinator to join our agency. This role requires punctuality, a high degree of responsibility, an ability to tactically schedule and multitask, as well as lift at least 30 pounds. Since this role touches every department within our organization, a friendly demeanor and a willingness to help is also necessary.

Here's what being a Maintenance Coordinator looks like. You will...

Maintain all machinery and equipment.

Regularly visit satellite offices throughout tri county area to perform light cleaning and maintenance.

Oversee all HVAC, plumbing, electrical, masonry, and roofing repairs.

Manage all landscaping including weeding and grass cutting.

Manage all painting, carpet cleaning, and routine systems maintenance.

Act as point person for all contracted technicians and service / repair agencies.

Carry out all janitorial functions for the agency including trash disposal, cleaning bathrooms, washing windows, dusting, etc.

Maintain all supplies related to this role, including machinery, power tools, cleaning supplies, paint, etc.

Salting and removing of snow.

This role requires occasional evening and/or weekend hours with a 24 hour on call response as necessary.

And here is what you'll need: High School Diploma or GED Equivalent. Act 33/34 and FBI clearances (upon offer of hire), along with a valid Pennsylvania driver's license, current insurance, a clean driving record (MVR check required) and daily access to reliable transportation. Candidate must have demonstrated similar experience.

Interested and think you'd be a great fit for our team?

Submit your resume or stop by to submit an application Monday - Friday 9am - 4pm.

Tri County Community Action
1514 Derry Street, Harrisburg, Pennsylvania 17104
or via e-mail: Careers@cactricounty.org