



## Programs of the Western Pennsylvania School for the Deaf

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**POSITION TITLE:**

Maintenance/Housekeeping Foreman

**REPORTS TO:**

Supervisor of Operations

**LOCATION:**

Western Pennsylvania School for the Deaf  
300 E Swissvale Ave  
Pittsburgh, PA 15218

**POSITION OPENING:**

ASAP

**JOB**

**DESCRIPTION:**

This is a full-time, non-exempt position. Responsibilities include maintaining inventory and stocking of maintenance/housekeeping supplies including laundry linens; oversee and provide support for the housekeeping department's cleaning duties and ensuring that the buildings are maintained to the highest standards of sanitation and cleanliness; ensuring compliance with safety and sanitation policies and reporting any safety hazards; communicating clearly and concisely by establishing and maintaining effective working relationships and meeting with the Supervisor of Operations on a weekly basis; oversee maintenance repairs including electrical, plumbing, woodworking, painting, landscaping work and HVAC systems; partner with the Fleet Coordinator to plan and schedule vehicle maintenance, requests, and drivers; ensuring compliance with safety requirements and maintain clean and organized work areas for both departments; maintain accountability for tools, equipment and vehicles; conduct local, planned maintenance system, and state inspection walk-throughs when assigned; cover all field work jobs/assignments in the absence of the Supervisor or Operations; assists with the set-up for special events that are hosted by the School; various work/projects/meetings assigned by the Supervisor of Operations; act as a primary point of contact and decision-making in the event the Supervisor of Operations is absent; act as emergency contact and responder for emergencies during after-hours and as a back-up to the Supervisor of Operations.

**MINIMUM**

**QUALIFICATIONS:**

5+ years of relevant work experience with a combination of carpentry, painting, HVAC, plumbing, electrical, general contracting skills. CDL-A with passenger endorsement a plus.

**SIGNING REQUIREMENTS:**

The Sign Language Proficiency Interview for the position is "Survival." The minimum level accepted at hire is "No Functional Skills."

**CLEARANCES REQUIRED:**

PA Criminal Background, PA Child Abuse, and FBI Clearance required.

**APPLICATION**

**PROCEDURE:**

Send letter of application and resume to:

Lauren Hayes  
Director of Human Resources  
Western Pennsylvania School for the Deaf  
300 East Swissvale Avenue  
Pittsburgh, Pennsylvania 15218  
lhayes@wpsd.org

It is the policy of the Western Pennsylvania School for the Deaf not to discriminate in its programs, education, employment and all other activities on the basis of race, color, national origin, ancestry, sex, age, creed, religion, disability, gender identification or sexual orientation. Any complaints of discrimination should be directed to the Director of Human Resources.

