



Overview & Responsibilities

We are a privately-owned funeral home located in southern York County with two locations and an on-site crematory that serves over three hundred families a year. Our firm has a full-time opening for a maintenance technician. The potential candidate will be responsible for the general maintenance, repairs, and cleanliness of both properties including all common areas, grounds, equipment, and mechanical systems.

Primary Accountability

Maintenance Functions

- Monitor building systems (boiler, HVAC, plumbing, electrical, etc.) and equipment.
- Daily walk-through of facilities to monitor the functioning of equipment, stocking of supplies, and miscellaneous repairs and cleaning.
- Assign and direct preventive maintenance programs and maintain logs of all repairs and replacements.
- Maintain elevator maintenance log and insure routine inspections are performed.
- Lead annual inspection of facilities by fire inspector and insurance inspector and correct any noted deficiencies.
- Ensure that rooms are set up and ready according to facility use schedule.
- Supervise and perform lawn and ground maintenance, snow removal, salt and sanding.
- Flexibility to occasionally work outside of standard business hours.
- Observe safety rules and ensure compliance with the operating procedures of company, federal, state, and local regulations, including OSHA regulations and Safety and Environmental guidelines.
- Other duties as assigned.

Cleaning Functions

- Complete cleaning and maintenance tasks as assigned, as a member of the maintenance and custodial team, following established policies and procedures to maintain high standards of cleanliness throughout the facility.
- Assign and direct part-time maintenance staff in the cleaning and maintenance of the buildings.
- Maintains adequate levels of supplies and cleaning solutions and orders supplies
- Assist in setup and arranging for funeral/memorial services.
- Notifies General Manager of any emergency maintenance issues.
- Other duties as assigned.

Requirements & Qualifications

Education and experience:

- High school diploma and one to two years' related experience and/or training; or equivalent combination of education and experience.

Knowledge, Skills & Abilities:

- Maintain and improve work knowledge and skills such as understanding requirements and work procedures, purpose of work completed, computer use and general building and grounds management.
- Must possess a valid driver's license and a clean driving record.
- Must be able to pass a drug test and a background check.
- Maintains confidentiality of all pertinent personal information concerning clients and staff.
- Knowledge of general cleaning methods and procedures and an ability to identify cleaning compounds and solutions.

Benefits:

- Health and life insurance, 100% paid for the employee
- Dental, vision, and disability insurance available
- Paid vacation, holiday, and sick days.

We are looking for talented individuals who have a desire to excel in their field and can provide the families we serve with exception care. The potential candidate should have a willingness to learn and grow with our organization. Please send a resume with salary requirements to kristine@hartensteincare.com

Equal Opportunity Employer