

PSW
194 West Poplar Avenue, Porterville, CA 93257

Open to the Public until: Friday, November 7, 2025 at 3:00 p.m.

Job Opportunity Equal Opportunity Employer

Posting Date:	Friday October 31, 2025	Application Deadline:	<i>Friday November 7, 2025 at 3:00 p.m.</i>
Position:	BUILDING MAINTENANCE ASSISTANT	Department:	Operations
Grade:	3		
Wages:	\$18.00 - \$33.40 / hr.		
Status:	Regular (At Will)	Job Duties and Responsibilities	<i>See Job description</i>

Job Summary: The Building Maintenance Assistant assists in the overall physical maintenance and repair of PSW facilities and equipment. Working with minimal supervision, assists in the performance of a variety of preventive and in-condition maintenance and repair tasks as assigned. These tasks may include general mechanics; basic fabrication (wood and metal), HVAC (evaporative and/or refrigeration), lighting, basic plumbing, AC electrical, hydraulics, painting, minor construction (framing, drywall, flooring etc.), production/ process equipment maintenance and repair, janitorial/custodial, and grounds maintenance. Performs related tasks and assists other departments as assigned.

Reports to: Director of Operations

Education Required: High school diploma or equivalent from an accredited national or regional agency; additional education/ **certification in related field preferred.**

Experience Required:

- Must have some experience and/or formal training in maintenance and repair of buildings and equipment, including at least six (6) of the areas outlined above.
- Strong leadership, communication, and organizational skills

Special Skills & Knowledge:

- CPR/First Aid certification-obtain/maintain certification within 90 days of employment.
- Leadership & Communication – demonstrates sound judgment, initiative, organizational ability, and effective skills in directing the work of others.
- Driving Requirements – Must be 21 years of age and possess a valid Class “C” driver’s license and maintain DMV record acceptable to PSW insurance requirements. Personal vehicle usage requires current vehicle insurance in compliance with California law.
- Background Clearance - Must successfully pass fingerprint/live scan/background clearance for the Department of Social Services (DSS).

*Public may apply in person M-F (8-12pm & 1-3pm) or send resume to careers@pswcares.org
Send completed/signed internal applications with any/all related documentation to the HR department. If required documentation is not attached, applicant will not be considered for the position.*

For further information, please contact: (559) 784-1399 Olivia “Bo” – ext. 1007, Cheryl – ext. 1015



Job Title: BUILDING MAINTENANCE ASSISTANT

Position Status: Full-Time

FSLA Classification: Non-Exempt

Salary Grade, Salary Range: (3), \$37,400.00 – \$69,000.00 annually

Reports to: Director of Operations

Job Summary:

The Building Maintenance Assistant assists in the overall physical maintenance and repair of PSW facilities and equipment. Working with minimal supervision, assists in the performance of a variety of preventive and in-condition maintenance and repair tasks as assigned. These tasks may include general mechanics; basic fabrication (wood and metal), lighting, basic plumbing, HVAC (evaporative and/or refrigeration), AC electrical, hydraulics, painting, minor construction (framing, drywall, flooring etc.), production/ process equipment maintenance and repair, janitorial/custodial, and grounds maintenance. Performs related tasks and assists other departments as assigned.

Job Duties and Responsibilities:

- Diagnose reported problems and determine needed repairs or replacement and communicate findings to Supervisor.
- Maintain tools, equipment, supplies, and/or shop areas and strive to maintain a safe work area at all times.
- Conduct facility maintenance inspections and perform various tasks as needed to maintain the visual appearance and functionality of the PSW facilities.
- Complete Daily Preventative Maintenance Inspection Report (Form #213) for the assigned vehicle before operation and secure vehicle at the end of the shift.
- Maintain all paperwork as required by PSW
- Perform repairs as assigned and using Standard Operating Procedures.
- Complete Individual's/Participant's Incident Reports as needed.
- Attend all training sessions as required
- Assist holding emergency evacuation drills as required.
- All other duties as assigned.

Employment Requirements:

- Eligible to work in the USA for employer with acceptable documentation that establishes both identity and employment authorization.
- Successfully complete pre-employment screenings, including drug and alcohol tests, physical examination, tuberculosis test, and live scan background check.
- Must be 21 years of age.
- Possess a valid California driver's license and maintain a DMV record acceptable to PSW insurance requirements. Personal vehicle usage requires current vehicle insurance in compliance with California law.

- Capable of lifting up to 50 pounds from floor to waist level, adhering to proper safety practices when lifting, stooping, or bending, and while performing all job-related tasks. Must understand correct two-person lifting techniques.
- Demonstrate professionalism and work collaboratively with colleagues, individuals served, agencies, and customers, while upholding their rights to privacy, dignity, and confidentiality.
- Exhibit strong judgment, initiative, and punctuality in all job duties.
- Ability to climb ladders and stairs and work from ladders.
- Ability to stand for long periods of time while performing repairs and maintenance.
- Requires the physical ability to push, pull, stoop, crouch, and reach during the execution of maintenance and repair tasks.
- Maintain scheduled work hours unless excused. Maintain a flexible work schedule, which may include weekends (Saturday and Sunday), holidays, emergency situations, or irregular hours to fulfill job requirements.
- Perform duties outdoors in varying weather conditions throughout the year, including inclement weather.
- Consistently demonstrate punctuality in fulfilling job responsibilities.
- Capable of safely transporting trainees, as needed.
- Communicate effectively in English, both verbally and in writing. Provide instruction and training through verbal communication, hands-on demonstrations, and modeling with attention to detail and documentation.
- Respond efficiently and possess the strength and agility to assist individuals in crisis situations.
- Demonstrate sound judgment and initiative in completing all assignments effectively.

Required Experience:

- Must have some experience and/or formal training in maintenance and repair of buildings and equipment, including at least six (6) of the areas outlined above.
- Strong leadership, communication, and organizational skills.

Required Education:

High school diploma or equivalent from an accredited national or regional agency; additional education /certifications in related field preferred.

At-Will Employment Statement:

Employment with PSW is "at-will." This means that either the employee or the company may terminate the employment relationship at any time, with or without cause or notice, subject to applicable law. Nothing in this job description or any company policy shall be construed to alter the at-will nature of the employment unless explicitly stated in a written agreement signed by both the employee and an authorized company representative.

Duties Test: *(To ensure this position is classified as non-exempt, the following criteria must be met):*

Non-Exempt Status: The Copy Center Manager/ Graphic Designer must spend more than 50% of their time performing non-exempt job duties, such as supervising retail operations, managing inventory and providing customer service.

Hourly Wage: The Retail Manager must be paid at least the California state minimum wage for regular hours and at time and a half for overtime hours, i.e., more than 8 hours in a day or 40 hours in a workweek

AN EQUAL OPPORTUNITY EMPLOYER – PSW's policy is to fill every position without regard to considerations made unlawful by federal, state, or local laws, such as race, color, religion, religious dress/grooming practices, creed, gender identity or expression, marital status, age, national origin/citizenship, ancestry, genetic information, pregnancy, disability, sex, sexual orientation, medical condition, reproductive health decision making, veteran status or any other characteristic made unlawful by federal, state, or local laws. PSW selects employees on the basis of ability, experience, training, and character.