



Maintenance Professional

Summary

The maintenance professional will need to be self-motivated, flexible, and trustworthy. Using strong job and interpersonal skills, and attention to detail, the maintenance professional keeps the school's grounds and buildings orderly and safe. This position reports to the Superintendent of Grounds and Maintenance,

General Responsibilities

- Building inspection and preventative maintenance
- Grounds maintenance, to include keeping grounds clean and orderly, landscaping, and walkway maintenance (Blowing/Edging)
- Move and store office furniture/supplies
- Transport small equipment or tools between departments and buildings
- Fleet maintenance (simple car maintenance/paperwork)
- Maintain organization of storage facilities
- Working knowledge of commercial and residential plumbing, electrical, and HVAC maintenance
- Set up for events
- Other tasks as needed

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability

required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this job. The employee is regularly required to stand reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. Position requires both walking and sitting.

- High school diploma or general education development certificate (GED)
- Minimum of 1-3 years of experience in commercial or residential facilities maintenance
- Ability to work individually, as a team member, and work flexible hours
- Ability to lift and move 70-100 pounds
- Ability to carry out detailed written or oral instructions and deal with problems that require basic reasoning skills
- Ability to tolerate regular exposure to the outside environment including seasonal weather (hot, cold, wet and/or humid conditions) and work in high precarious places