



Maintenance Building and Grounds || Full-Time

Assists in providing and maintaining a clean, well-maintained, and safe environment for the students, faculty, and staff of St. Teresa's Academy. This position reports to the Director of Campus Operations (DOCO). This is a position postion Monday through Friday. Occasional overtime may be required and must be approved by the DOCO.

| Responsibilities |

Maintenance

- Consults with administrative personnel for the purpose of planning, prioritizing, and scheduling project activities and achieving site maintenance objectives.
- Inspects facilities and opens buildings for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and identifying necessary repairs to facilities and/or equipment.
- Resolves customer complaints promptly; acknowledge requests and take appropriate action.
- Enforces safe and proper practices in the use, storage, and maintenance of facilities, equipment, materials, and tools.
- Attends and participates in weekly/monthly meetings to gather job related information and establish priorities.
- Delegates and oversees the completion of tasks as appropriate.
- Maintains equipment at established standards of condition and appearance and ready for scheduled needs; requests and justifies replacement of equipment when necessary. Review proper usage of equipment for OSHA requirements.
- Inspects and maintains all building components, including the roofs, drains, etc., regularly.
- Answers emergency calls and provide "on call" support when necessary.
- Maintains the shop and storage areas in a clean, orderly, and secure manner.
- Complies with all company policies and procedures and adheres to company standards.
- Performs routine maintenance and timely repairs in the areas of painting, carpentry, plumbing, concession equipment, seating, and all related building components.
- Oversees assigned vendor activities that include the scheduling of repair and maintenance needs as required. Provides access and information to assist with contracted work.
- Monitors flow and quality of work to assure timely completion of work orders and adherence to facilities standards and regulations.
- Ensures adequate inventories of supplies and approved requisitions for equipment, supplies, etc., as authorized.
- Maintains a proper inventory of equipment, supplies, and other necessary items required to perform duties assigned
- Maintains a variety of departmental records, equipment documents and reports.
- Repairs lighting systems, bells, clocks, doors, and intercommunications systems within the facility.
- Repairs and/or replaces sewers, toilets, water fountains, water pipes, water tanks, bathroom furnishings, and fire escapes.

- Checks HVAC conditions by computer via Automated Logic System.
- Repairs or installs concrete sidewalks and pads as needed.
- Repairs/routine maintenance on equipment as needed to maintain safety and security
- Removes snow and ice on sidewalks, stairs, ramps, etc. and asphalt as necessary.
- Performs other duties as assigned.

Work Orders:

- Meets with the Director of Campus Operations daily after opening the school to review the work orders and projects for the day.
- Purchases and orders the supplies needed for work orders and projects.
- Communicates the status of these work orders or when work is complete.
- Communicates any repairs or issues observed during the workday to the DOCO.

| Skills/Abilities |

- Experience in facilities maintenance or equivalent relation functions required.
- Knowledge of general maintenance methods, operating requirements, and safety precautions related to facilities management.
- Must have experience with a wide variety of skills, including but not limited to electrical, plumbing, carpentry, painting, small engine mechanics, and landscaping.
- Takes initiative and works independently as well as works with colleagues to coordinate daily work activities.
- Must be well organized, detail-oriented, and able to manage multiple priorities effectively.
- Ability to perform repairs and operate tools or equipment used in routine maintenance.
- Ability to interact with staff, students, parents, and visitors at school while remaining professional, polite, and courteous.

| Physical Requirements |

- Must be able to lift, bend, stoop, climb, reach, and lift to 50 pounds at a time.
- Prolonged periods bending over, standing and walking.

| St. Teresa's Academy is an Equal Opportunity Employer |