



Academy of Our Lady of Peace

Maintenance Technician

Job Description

Reports To: Facilities Manager

Job Classification: Full Time, Non-Exempt (hourly)

JOB SUMMARY

The Facilities Department at the Academy of Our Lady of Peace (OLP) is a primary partner in serving the needs of all departments across the school and student activities. Facilities Department members work collaboratively to support one another and the greater needs of the school.

Under the supervision of the Facilities Manager and in partnership with all members of the Facilities Department, this role is expected to perform skilled and semi-skilled work in a variety of building maintenance trades in the upkeep of school buildings, facilities and equipment. The role of the Maintenance Technician supports campus event set up/takedown, performs and conducts preventative maintenance, and ensures a safe campus environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsibilities listed are illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Inspects and identifies equipment or machines in need of repair.
- Troubleshoots issues to determine necessary repairs.
- Plans repair work using buildings blueprints or equipment manuals as needed.
- Performs general repairs that do not require a specialized technician. Examples may include repairing drywall, painting, and repairing doors and other building fixtures.
- Performs routine maintenance on building systems.
- Cleans and assists with upkeep of the facilities.
- Orders supplies and materials needed for repairs and maintenance.
- Performs other related duties as assigned.
- Have excellent integrity and demonstrate good moral character and initiative.
- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
- Demonstrate the ability to communicate effectively in English, using proper grammar and vocabulary. Bilingual abilities are beneficial.
- Demonstrate the ability to navigate email, word, and excel programs.
- Work in compliance with the Mission Statement of the school.
- Perform general maintenance and repair tasks in a variety of areas and as assigned by the Facilities Manager and in accordance with all applicable codes and regulations.
- Perform only those maintenance and repairs that do not require a license, or perform maintenance and repairs under the direct supervision of a licensed technician.
- Ensure that the work site and conditions are safe and all safety gear is utilized and worn. Keep a log of all maintenance functions and repairs performed.
- Recommend repairs or procedures that are beyond the scope of responsibilities, skill, or experience, outlining the work needed, work with the Director of Facilities to determine specifications required of an outside contractor.
- Maintain an adequate supply of parts and supplies usually used in repairs, and request needed supplies through the established procedures of the school.

- Operate and maintain in a safe and operational condition all tools and equipment necessary to carry out job functions and responsibilities.
- Display a cooperative and pleasant attitude at all times, particularly when in the presence of staff, students, and community visitors.
- Notify and assist the administration and appropriate emergency personnel with any emergency, and potentially dangerous or unusual situations.
- Use computers and/or electronic equipment to fulfill job functions
- Perform School Traffic control duties.
- Operate/ Drive school owned equipment or vehicles, including student transportation vehicles, and student transportation routes as needed.
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
- Participate in appropriate in-service and workshop programs and attend any required meetings.
- Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
- Perform any duties and responsibilities that are within the scope of employment, as assigned by the Director of Facilities and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive.

- Must be able to stand for prolonged periods of time.
- Must be physically able to climb ladders, bend, or crawl into awkward spaces.
- Must be able to lift up to 50 pounds at a time.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent required. Minimum of three years of experience and proficiency in facilities maintenance (e.g., plumbing, painting, carpentry, electrical, mechanical, HVAC systems, roof repair, and furniture repair).

ENVIRONMENTAL DEMANDS

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all-inclusive.

- Exposure to a variety of childhood and adult diseases and illnesses.
- Occasional exposure to a variety of weather conditions.
- Exposure to heated/air conditioned and ventilated facilities.
- Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
- Function in a workplace that is usually moderately quiet but that can be noisy at times.