

Maintenance / Set-up Technician
July, 2021

Job Title: Maintenance Technician
Department: Facilities
Reports to: Facilities Associate Director, Mr. Bob McGovern
FLSA Status: Non-Exempt, hourly
PDS Status: Staff, 12 months, Full-time, Benefited
Hours: 10:00am to 6:30pm Monday-Friday + OT

Maintenance Technicians at Providence Day School inspect, maintain, repair, and replace building structural, hardware systems as well deliver mail packages, set-up for events.

Duties include the following:

- Complete work orders in a timely and efficient manner.
- Operate power tools safely within a school environment.
- Change exterior and interior bulbs.
- Replace toilet, faucet, and shower fixtures.
- Change HVAC filters on indoor units as well and air cleaner filters in rooms when needed.
- Assemble furniture and provide basic carpentry services.
- Operate vehicles including part-time bus driving responsibilities.
- Perform other duties including event set-up/take-down and site clean-up. Also painting projects and package delivery.

Applicants must be comfortable with computerized work order retrieval and basic word-processing applications. A valid North Carolina driver's license is required, and the ability to obtain a CDL with a "P" and "S" endorsement is desirable. A driving record search and a criminal background check are mandatory. Work hours are weekdays from 10:00am – 6:30 pm with flexibility to work overtime. Preference will be given to applicants with similar prior work experience. Licensure in a building trade is desired but not required.

Physical Requirements: The physical requirements of this position are those needed to successfully fulfill the job duties and responsibilities articulated above. As prescribed by law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Salary and Benefits: Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience. A full benefits package includes TIAA retirement and medical/dental coverage. Employees are also eligible for paid time off.

Application Process: Applicants should submit a cover letter of interest, current resume, college transcript, three letters of recommendation, and a list of references with telephone numbers. Materials should be sent to the provided email address.

PDS.MaintenanceTechnician@providenceday.org

This position is open until filled. Providence Day School is an equal opportunity employer (EOE).

Detailed Job Description

Electrical work skills & tasks

- Replace light bulbs or fluorescent tubes.
- Check various pieces of equipment for faulty electrical problems.

Plumbing work skills & tasks

- Repair or replace faucets, commodes, and urinals.
- Repair or replace leaky pipes.
- Unstop backed up drains & commodes.
- Repair or replace water fountains.

Carpentry work skills & tasks

- Safely & properly operate a table saw, circular saw, belt sander, drill press, etc.
- Safely & properly operate electric hand tools such as a drill, screw gun, sander, etc.
- Safely & properly operate pneumatic tools.

General work skills & tasks

- Safely & properly use hammers, wrenches, screwdrivers, pliers, saws, etc.
- Remove broken windows and replace using putty or other appropriate methods.
- Repair or replace door hardware – i.e. locks, closers, panic devices, etc.
- Assemble various projects and equipment – i.e. shelving units, furniture, etc.
- Set up & break down special event equipment – i.e. modular stage, spring floor, etc.
- Prepare paint, finish surfaces, and equipment using paintbrushes, sanders, scrapers, and other painting tools.

Position qualifications:

- Possess a valid North Carolina driver's license with an acceptable driving record.
- Possess a working knowledge of the accepted practices, processes, materials, and tools of the maintenance trades.
- Exhibit flexibility to handle a variety of tasks and shift priorities simultaneously.
- Possess strong interpersonal skills; ability to effectively interact with all levels of staff and external contacts; ability to work as an effective team member.
- Ability to perform a full range of maintenance work assignments using independent judgment to make decisions requiring the application of procedures and practices to specific work situations.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to talk or hear. The employee is often required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. The employee must have the ability to bend, reach, kneel, climb, stretch, push, pull, etc. and have the ability to climb ladders and stairs, must be able to withstand heights. The employee must speak fluent English and be able to read and write in that language.