



# SAN ANTONIO ACADEMY OF TEXAS

San Antonio Academy of Texas offers prekindergarten through eighth grade boys an exceptional academic program that features small classes, a family-like atmosphere, the development of a positive self-image and a foundation for life based upon love of God and country, integrity and respect for each other.

**Position Title: Facilities Staff Member**

**Date Open: 9/10/19**

**Reports to: Director of Facilities**

**Description:** San Antonio Academy of Texas seeks a Facilities Staff person starting September 2019. This position is an integral part of the school's facilities operations and is a full time 12-month position with a generous benefit plan.

Reporting to the Director of Facilities, the school is seeking a skilled Facilities Staff person to perform tasks related to the upkeep of buildings and grounds. Responsibilities include maintenance and repairs to equipment and building systems to ensure the campus grounds and facilities are clean, safe, and functional at all times.

Being reliable with a collaborative, professional work ethic is required. The ideal candidate will have experience and solid technical knowledge and must also possess manual dexterity and physical stamina.

### **Key Duties and Responsibilities Include:**

- Perform minor repairs to buildings, HVAC, and grounds keeping equipment
- Must have basic skills in electric, plumbing, and carpentry
- Conduct routine maintenance tasks such as replacing light bulbs and HVAC filters
- Direct traffic during arrival and dismissal times, as well as special events
- Complete set-ups of rooms and furnishings for meetings and events
- Perform cleaning activities such as sweeping, mopping, trash collection, etc.
- Ability to use hand and power tools and equipment
- Assemble and install appliances, furnishings and equipment
- Inspect and troubleshoot equipment and systems
- Collaborate with all members of school community in an articulate and courteous manner during completion of duties
- Perform any other duties deemed necessary for the safe and efficient operation of the school
- Report to Director of Facilities

### **Job Requirements:**

- Proven experience in a similar position
- Basic knowledge of HVAC, plumbing, sound and lighting systems, and electrical systems
- Experience using hand and electrical tools
- Strong communication, interpersonal skills, and work ethic
- Physical stamina and dexterity
- High school diploma or equivalent

**How to Apply:**

Qualified candidates may submit a resume and an application (below) to: *no phone calls, please*

**Randy Yawn**

Director of Facilities

San Antonio Academy

117 East French Place

San Antonio, TX 78212

[ryawn@sa-academy.org](mailto:ryawn@sa-academy.org)

Review of applications will continue until a selection is made. The Academy is firmly committed to treating applicants for employment according to their experience, talent, and qualifications for the job, without regard to race, religion, color, national origin, sex, age, or disability (if otherwise qualified to do the job). Our policy in this regard covers all employment decisions, including recruitment, hiring, placement, promotions, transfers, layoffs or terminations, rates of pay, employee benefits, and selection for training.

**SAN ANTONIO ACADEMY OF TEXAS  
APPLICATION FOR STAFF EMPLOYMENT**

*It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classification.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number \_\_\_\_\_ Are you over 18 years old?  Yes  No

Are you authorized to work in the U.S. on an unrestricted basis?  Yes  No

How did you learn of this opening? \_\_\_\_\_

Have you worked here before?  Yes  No

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job?  Yes  No

Can you perform these essential functions with or without reasonable accommodation?  Yes  No

Are there any hours, shifts or days you cannot or will not work? \_\_\_\_\_

Shift Preferred \_\_\_\_\_ Part-time \_\_\_\_\_ Full-time \_\_\_\_\_

Are you willing to work overtime as required?  Yes  No

Have you ever been convicted of a misdemeanor or felony? (Conviction will not necessarily disqualify an applicant for employment.)  Yes  No

If yes, describe conditions: \_\_\_\_\_

EDUCATION	NAME & LOCATION OF SCHOOL	YEAR GRADUATED	MAJOR	DIPLOMA/ DEGREE
High School				
College/Univ.				
College/Univ.				
Other Training/Education				

In addition to your work history (reverse side), what other experiences, skills or qualifications would especially fit you for work with San Antonio Academy of Texas?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<p><b>POSITIONS APPLIED FOR</b> 1. _____ 2. _____</p> <p>Wage or salary desired? \$ _____ When can you start? _____</p>
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**WORK HISTORY** May we contact your present employer?  Yes  No

Most Recent Employer		Address		Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	
Previous Employer		Address		Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	
Previous Employer		Address		Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	
Previous Employer		Address		Telephone
Date Started	Starting Salary: \$	Per	Starting Position	
Date Left	Salary on Leaving: \$	Per	Position on Leaving	
Name and Title of Supervisor				
Description of Duties			Reason for Leaving	

**APPLICANT'S CERTIFICATION AND AGREEMENT**

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand, that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize San Antonio Academy of Texas to make an investigation of any of the facts set forth in this application and release San Antonio Academy of Texas from any liability. I understand that employment at San Antonio Academy of Texas is "at-will," which means that either San Antonio Academy of Texas or I can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor, manager or executive of San Antonio Academy of Texas, other than the Head of School or the Chief Financial Officer in a signed writing has any authority to alter the foregoing.

Date \_\_\_ Applicant's Signature \_