The Academy of the Sacred Heart in New Orleans, founded in 1867, is an independent, Catholic, college-prep institution for girls offering 17 years of instruction for one-year-olds through twelfth grade. Academy of the Sacred Heart is one of 24 Network of Sacred Heart Schools in the United States-Canada sponsored by the Religious of the Sacred Heart (RSCJ).

Job Description
The Academy of the Sacred Heart is seeking a full-time General Maintenance Mechanic. The General Maintenance Mechanic is directly accountable to the Maintenance Supervisor and the Director of Operations and Facilities. On a daily basis, the applicant will work in conjunction with the Director of Operations and Facilities and the Maintenance Supervisor to maintain the physical plants and to ensure the security and safety of the buildings and its occupants. The General Maintenance Mechanic works to ensure that the spirit and the life of the school reflect the Goals and Criteria of Sacred Heart education. The essential functions of the position are as follows:

- Understands, embraces, and implements the school's mission and philosophy as written in the Goals and Criteria; participates in the Christ-centered life of the school; and models the school's philosophy in working with students, parents, colleagues, and administration.
- Maintains a cooperative attitude of working together with the staff, administration, volunteers, and parents regarding all maintenance needs.
- Is responsible to secure the building (and alarm) after events.
- Performs minor repairs and/or replacement of plumbing fixtures, valves, and other such devices.
- Performs minor repairs and/or replacement of electrical fixtures, devices, light bulbs, ballasts, sockets, and other such devices.
- Performs minor carpentry work as needed to repair/replace windows, doors, shutters, hardware, screens, and furniture.
- Performs minor yard work, while using pesticides and environmental products.
- Observes and reports, through the work order system, all defects, deterioration, or wear and tear on the facilities and its equipment.
- Communicates, as directed, with key administrative and staff personnel for special events and functions scheduled for campus areas that may require special furnishing arrangements, food and beverage set-up, etc.
- Inspects all campuses on a routine basis and assures that deficiencies are corrected.
- Assists and coordinates with all trades people, supervisors, Directors, and fellow employees in the performance of day-to-day duties and responsibilities as required.
- Can follow instructions and help with various tasks, as needed.
- Agrees to fulfill other tasks as needed and directed by the supervisor.
- Agrees to fulfill the terms of the contract of employment.
This is a labor-intensive position which requires physical exertion and strength, in sometimes challenging indoor and outdoor work environments of school facilities. The individual will be working on and with a small team. The essential functions of the position require that the individual:

- Can carry and use ladders, scaffolding, and machinery to complete projects, moving up and down stairs and around the property.
- Can move and carry heavy items among the four floors of the buildings (first floor through attic), ascending and descending stairs.
- Assists in major repairs, painting, classroom set-ups, meeting rooms, dining halls, chapels, etc. within a specified time frame.
- Possesses physical strength and stamina to perform duties of the job sometimes in the heat, cold, and other conditions indoors and outdoors.

**Transportation**
- Possesses and maintains a valid Louisiana driver’s license.
- Secures and maintains a CDL license to drive a 72-passenger school bus.
- Has the ability to work additional hours (beyond a 40-hour week), when needed, to drive the school bus or assist with evening and weekend events.

*This job description is subject to change at any time.*

**Qualifications**
- High school diploma or associate degree.
- Three to five years of experience in the care and maintenance of similar facilities.
- Or any combination of education, training, or experience which fulfills the requirements of the position and the needs of the Academy of the Sacred Heart.

**Application Process**
Applicants should complete the Online Employee Inquiry Form at ashrosary.org/careers. Applicants will be prompted to upload the following:

1. Cover letter indicating why they are particularly interested in and qualified for the position.
2. Current résumé.
3. Names, addresses, and telephone numbers of three references from current and/or former director supervisors. (We will obtain permission from candidates before contacting references.)
4. During the application process, you may be asked to complete the ASH Employment Application PDF, which is available for download at ashrosary.org/careers.

*The Academy of the Sacred Heart is an equal opportunity employer. The goal of the Academy of the Sacred Heart is to hire and motivate an outstanding and diverse faculty and staff who work together harmoniously toward the common mission.*