



Maintenance Crew Member

Overview:

The Summit Country Day School is a nationally recognized leader in character education and offers a compelling combination of small classes, caring faculty, academic rigor, and strong spiritual values. For more than a century, The Summit has maintained a proud legacy of excellence in independent, Catholic education. We offer coeducational learning experience to students from Montessori 18 months through grade 12. The Summit is a place where values are affirmed, young minds are enriched, and dreams take flight. Learn more at www.summitcds.org.

The responsibility of the **Maintenance Crew Member** is to work Tuesday through Saturday, 6:30 a.m. to 3:00 p.m. Occasionally the Saturday hours will be adjusted based on the athletic schedule. The selected individual will assist with plumbing and electrical experience is to maintain the facilities for the students, staff, and public in a safe operating condition. Maintaining a preventive maintenance program; and resolving immediate operational and/or safety concerns.

Responsibilities:

- Respond to emergency situations for the purpose of resolving safety concerns.
- Assist with campus/complex activity/event set ups as needed.
- Work individually or part of a team to ensure work orders are completed in a safe and timely manner.
- Maintain tools and/or equipment in a safe and operational condition.
- Assist with plumbing, electrical, and grounds work as needed.
- Inspect facilities/grounds for the purpose of identifying necessary repairs and communicate to facilities Manager.
- Assist with snow removal.
- Assist with required emergency drills.
- Perform delivery/pickups from various locations.
- Maintain all campus athletic buildings, fields and field houses in a clean and safe operating manner. Assist with HVAC systems campus wide.
- Maintain Kyte Theater in a clean and safe operating manner.
- Be on 24-hour emergency call list.
- Open and deactivate alarms in campus buildings/fields on weekends.
- Secure campus buildings/fields and activate alarms on weekends.
- Assist with traffic duty as needed.
- Will serve as an emergency bus driver with a CDL.
- All other duties as assigned.

Qualifications:

- Ability to work Tuesday through Saturday.
- CDL with Class B endorsement. Will train otherwise.

- Knowledge in general maintenance including light carpentry, painting and housekeeping.
- Ability to lift 50 lbs.
- Ability to work long periods in extreme weather conditions.
- Previous plumbing and electrical experience
- Follow verbal and written instructions.
- Ability to operate various tools and equipment and/or ability to learn.
- Share Summit's values and recognize the organization's role in the delivery of the school's mission.