



STEVENSON

Job Title: Maintenance
Department: Facilities – Lower Middle Division (Carmel Campus)
Reports to: Facilities Supervisor – Lower Middle Division
Job Status: Full-time, non-exempt
Work Schedule: 7:00 a.m. to 3:30 p.m. Monday through Friday

POSITION SUMMARY

The Maintenance position is responsible for general maintenance duties on Stevenson School's Lower Middle Division (LMD) Carmel campus.

ESSENTIAL FUNCTIONS

- Inspect, repair and maintain the electrical, HVAC, plumbing, mechanical and other related systems.
- Perform repairs such as painting, patching walls, door/window repairs and maintenance of locks and security hardware.
- Ensure overall proper working condition and appearance of all operating systems, utilities, appliances, facilities, sidewalks, parking lots, etc.
- Assist in all work areas when and where needed.
- Maintain confidentiality regarding school/workplace matters.
- Required to work during Graduation, Open House, and other special School events.
- Respond quickly in the event of an emergency, notify appropriate personnel and follow safety protocol
- Perform other duties as needed and assigned by Supervisor

POSITION QUALIFICATIONS

- Working knowledge of electrical, plumbing, carpentry, painting and general familiarity with landscaping/irrigation trades.
- Thorough knowledge of occupational hazards and safety precautions necessary for the safe use of equipment, such as leaf blowers, tractors, field groomers, and power tools.
- Ability to delegate and monitor work assignments.
- Ability to work cooperatively with others.
- Ability to troubleshoot problems and implement corrective actions.
- Ability to lift/push/pull up to 50 pounds unassisted
- Effective written and oral communication skills
- Must successfully pass a background check and possess a valid driver's license.

SKILLS AND ABILITIES

Education: High school diploma or its equivalent.

Experience: Two years building services/janitorial experience preferred.

PHYSICAL DEMANDS

Physical Demands <i>Select from list below for each</i>		Lift/Carry	
Stand	C	10 lbs or less	C
Walk	C	11-20 lbs	F
Sit	O	21-50 lbs	F
Handling / Fingering	C	51-100 lbs	O
Reach Outward	C	Over 100 lbs	N
Reach Above Shoulder	C	Push/Pull	
Climb	O	12 lbs or less	F
Crawl	O	13-25 lbs	F
Squat or Kneel	C	26-40 lbs	O
Bend	C	41-100 lbs	N

For physical demand, select one of the following descriptors.

- N (Not Applicable)** Activity is not applicable to this occupation.
O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements: Ability to perform physical labor such as moving furniture and equipment, lifting, climbing ladders and stairs. Ability to do sustained, strenuous work. May work outdoors during inclement weather and some evening work required and special events such as Graduation, Open House, and other special school related events.

Additional Information

- The essential functions and skills have been included but should not be considered as an exhaustive list of all functions, responsibilities, skills, duties, etc. Additional responsibilities and requirements may be assigned as deemed appropriate.
- The ideal candidate would possess as many of the attributes and have as much of the desired experience as listed.
- The School is a tobacco free environment and an equal opportunity employer.
- Stevenson is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law.