

General Maintenance Technician

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 25 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 Technician**. The technician is directly accountable to the Director of Facilities and Operations. Daily, the applicant will work to maintain the physical plants and to ensure the security and safety of the buildings and its occupants. General Maintenance Technician 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.
- Works collaboratively with supervisors, other Divisional and Departmental directors, and fellow employees in the performance of day-to-day duties and responsibilities as required.
- Adapts to changing needs in a dynamic, high-change, often unpredictable, and fast paced environment of a school.
- Responds to requests with readiness and enthusiasm.
- Coordinates with all trades people, and vendors.
- Exhibits a high level of professionalism including strong communication skills, dependability, initiative, and cooperation with individuals and teams of people

Building Responsibilities

- Works to implement a schedule of maintenance and operations for the school.
- Inspects all campuses on a routine basis and assures that deficiencies are corrected.
- Observes and reports through the work order system all defects, deterioration, or wear and tear on the facilities and its equipment.
- Is responsible to assist in securing the building (and alarm) after events.
- Performs minor repairs for air conditioning (changing filters, belts and other elements)
- 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.

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 with vendors, and 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 minor 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.
- Has physical flexibility and high degree of mobility; can move comfortably in low and high spaces, including basements and attics.

Hospitality

- Assists with all functions scheduled for campus areas that may require special furnishing arrangements, food and beverage set-up, etc.
- Has the ability to work some evening and weekend events, as needed.

Transportation (additional opportunity)

- Possesses and maintains a valid Louisiana driver's license.
- Possess a CDL license OR a willingness to secure and maintain a CDL license to drive a 72-passenger school bus.
- Willingness to drive school buses, when needed.
- Has the ability to work additional hours (beyond a 40-hour week), when needed.

Job Hours

- Has the ability to work varied shifts for the school day, to include but not limited to:
 - 6:30 am – 3:00 pm/7:30am – 4:00pm/10:00 am– 6:30 pm.
- Has the ability to work evening events if scheduled for the 10:00 – 6:30 pm position.
- Has the ability to work special events in the evening and on weekends when necessary.
- Agrees to being “on call” for any school related issues.

This job description is subject to change at any time.



Qualifications

- Minimum: 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.