



**Title:** Building and Grounds Maintenance Specialist

**Supervisor:** Director of Finance and Operations

**Status:** Full-Time

**General Hours:** 7:00 a.m.-4:00 p.m. (Earlier start time during winter months)

### **Our History**

Founded in faith, sponsored by Sisters. St. Joan Antida High School (SJA), sponsored by the Sisters of Charity of St. Joan Antida, was founded in 1954 and acts a successful springboard for more than 4,000 young women. SJA provides a student centered, college and career ready education to young women in grades 9-12. We are a Catholic, values-based organization with an educational model focused on academic quality, personalized attention, and leadership development.

### **Our Mission**

**We engage. We embrace. We empower.**

Simply, we are driven by a calling to serve young women seeking a spiritually enriching, supportive, and challenging educational experience that helps them find their voice and become leaders. It is our job to make sure that our students are well-prepared for a successful future that strengthens their relationship to their local and global communities. We know these young women can change the world.

### **This job would be a great fit if:**

- You think of your work as a calling and not just a job.
- You hold space in your heart for the mission and values of SJA.
- You are invested in providing growth opportunities for young women.
- You come to work ready to have fun, laugh and grow with a strong team.

### **Job Description:**

The Facilities Manager maintains school building and grounds in top condition to ensure full and productive use of facilities. To accomplish these tasks the Facilities Manager must work closely with the Director of Finance & Operations.

### **General Responsibilities:**

- Perform core cleaning activities, including sweeping, mopping, and dusting as needed throughout the day.
- Conduct a wide variety of maintenance tasks, including changing bulbs and replacing light fixtures



- Inspect facilities, systems and their components for the purpose of identifying necessary repairs. Inspect HVAC/boiler systems for problems or errors and troubleshoot them in an immediate manner. Check the functionality of safety systems, including alarms, and ensure that they are properly set and reset as required.
- Repair various items, systems and/or components (e.g. roofs, furniture, bleachers, fences, concrete walk ways, air conditioning equipment, walls, windows, door locks, lockers, pipes, valves, fittings, clogged drains, clogged toilets etc.) for the purpose of ensuring that items are available and in safe working condition
- Install necessary appliances and equipment as needed throughout the building. Installs various items (e.g. faucets, cabinets, window glass, fixtures, etc.) for the purpose of maintaining facilities in a safe and attractive condition
- Create and maintain effective liaison with management and faculty/staff to communicate resolved issues, and those needing attention using a ticketing system. Make sure that any need for building repairs is communicated to the school administration
- Maintain school grounds ensuring that they are made safe for students' activities and fundraising events which includes landscaping work in the summer (mowing lawn, weed whacking, etc.) and snow removal in winter
- Arrange furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities, meals, and events
- Maintain tools and/or equipment (e.g. hand and power tools, cafeteria and athletic equipment, heating and ventilation equipment, etc.) for the purpose of ensuring the availability of equipment in safe operating condition
- Prepare and paint various surfaces for the purpose of protecting property and/or maintaining attractive facilities
- Responds to emergency situations (e.g. broken/clogged pipes/drains/toilets, faucets, gutters, sprinkler heads, grease traps, fixtures, etc.) for the purpose of resolving immediate safety concerns
- Responsible for ordering and inventory of all janitorial equipment (soap, paper, trash bags, etc.)
- Perform preventive maintenance, repair, and installation in connection with electrical, plumbing, HVAC systems, and broiler, exterior and interior of buildings, school grounds

**Qualifications:**

- Preferred knowledge of HVAC systems, boiler, plumbing and electrical work
- Valid driver's license
- Completion of the Archdiocese 'Safe-guarding God's Children' Training
- Able to take ownership and drive activities to completion
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders
- A multi-tasker with the ability to wear many hats and prioritize work demands
- Personal qualities of integrity, credibility, and dedication to the mission of SJA



**For All Employees:**

- Support of and commitment to the mission and vision of SJA
- Contribution to discussions and ideas impacting the learning environment at SJA while maintaining professionalism and respect
- Collaborate and communicate in an appropriate, timely, professional manner
- Establish and model behaviors that promote high expectations for students, staff, and faculty
- Model the importance for lifelong learning through commitment to ongoing professional development
- Develop, nurture and maintain relationships that promote respect and success for all
- Know, serve and live in accordance with the teachings of the Catholic faith
- Abide by all policies, procedures and the employee handbook
- Demonstrate stewardship in the use of material and financial resources
- Perform other duties as assigned by the Director of Finance and Operations

**Physical Demands:**

- Must be able to lift up to 25-50 lbs
- Must have correctable hearing and sight
- Must be able to work independently
- Must be able to work with all common maintenance equipment