



Maintenance Team – Late Start Position

JOB TITLE: Maintenance Team – Late Start Position

REPORTS TO: Director of Facilities, Operations & Outside Services

CLASSIFICATION: Full Time / Non-Exempt

Under the supervision of the Director of Operations, is responsible for maintaining the School's physical plant in a clean, safe operating condition, adhering to an established maintenance program and responding to unexpected maintenance needs.

Activities

- ◆ Confers with the Director of Operations regarding the regular care of the campus
- ◆ Obtains bids for minor repairs
- ◆ Researches products and vendors
- ◆ Maintains the athletic field
- ◆ Processes and completes work orders
- ◆ Purchases replacement parts and supplies
- ◆ Conducts monthly safety inspections and maintains records
- ◆ Operates and maintains mechanical systems and sees that rooms are properly heated/cooled
- ◆ Delivers packages
- ◆ Distributes copy paper and janitorial supplies
- ◆ Secures the campus at the end of the school day
- ◆ Other duties as assigned

Transportation

Completes minor vehicle servicing

Safety

Actively manages campus recycling

Events

- ◆ Works closely with all school constituencies in providing event set-up and support

Marin Academy is an independent, college preparatory high school located in San Rafael, CA with an enrollment of 440 students with academic talent, interest in the arts and athletics, and a passion for civic engagement. Our students come from San Francisco, the East Bay, and Sonoma in addition to Marin County.

Marin Academy's mission statement "asks every individual to think, question, and create in an environment of encouragement and compassion, and challenges each person to accept the responsibilities posed by education in a democratic society." Marin Academy is an equal opportunity employer and welcomes candidates with a progressive and innovative mindset and a commitment to diversity, equity, and inclusion in the workplace. Salary and benefits are very competitive.

Learn more at www.ma.org.

Please send resume to:

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