



The mission of Trinity Preparatory School of Florida is to develop individuals who will excel in college and in life, contribute to their communities, lead in a changing society, and grow spiritually.

Job Title: Maintenance Technician

Position Summary: Maintains and repairs physical structures of buildings and maintains grounds by performing the following duties.

Essential Duties and Responsibilities include the following, but are not limited to

DUTIES:

- HVAC
- Learn locations of all HVAC equipment and how they relate to each building.
- Maintain and repair all HVAC equipment and components to manufacturers recommendation, i.e. valves, motors, belts, bearings, filters, and lubrication etc.
- Learn the basics of equipment management controls to be able to start, stop, seek status or change conditions on HVAC systems.
- Make rounds of all equipment rooms, identify and repair any potential problems and keep the systems and rooms clean.
- Complete and close out Work Orders in the School Dude and enter time worked and
- materials used.
- Respond to fire alarms systems and be familiar with fire panels.
- Must be able to lift 80 lbs.
- Must be able to work from a ladder.
- Any other duties as assigned.

Other Responsibilities:

- Repair minor plumbing leaks, unclogging drains (including operation of plumbing “snakes”) and unclogging blocked sewer lines
- Replace broken commode seats or repairing tissue, towel and soap dispensers
- Replace broken ceiling tiles

- Repairs vertical blinds or drapery rods as needed
- Tightens loose signs, supports
- Inspecting building surfaces for cracks in walls, floor coverings (that need replacing) or other building deficiencies and filling out a work request to have repairs completed
- Makes minor repairs to furniture
- Performs assigned planned maintenance duties on equipment in assigned areas
- Repairs and adjust door closures
- Spot painting with rollers or brushes
- Performs a general masonry and other such building structural and finish surface work
- Maintains and test fire extinguisher systems
- Must be capable of lifting fifty (50) pounds, unassisted
- Maintains restroom fixtures, including rebuilding of flush valves
- Troubleshoot blocked plumbing and sewer lines
- Must be able to use a computer to generate work orders/retrieve work order
- Perform maintenance and maintain all pools, spas, and fountains on campus
- Must have knowledge of basic electrical time clocks
- Have the ability to troubleshoot the pump motors
- Must have painting and pressure cleaning skills
- Must have basic plumbing knowledge
- May be asked to assist with event setups
- May at times, have to assist with campus traffic during drop-off/pick-ups and other scheduled events
- Perform other duties as needed or directed by the Supervisor and/or Facilities Director
- Must be capable of climbing ladders and working from a high lift or scaffolding

- Perform other duties as assigned by the supervisor.

Qualifications:

Must have 4-6+ years direct experience in HVAC and boiler operation and maintenance.

Benefits:

Comprehensive benefits package including medical, dental, vision, life and disability, 403(b) plan

Interested candidates should complete an application through the below link:

[APPLY NOW](#)

Must be able to pass a Jessica Lunsford Level II background check and drug test.

Trinity Preparatory School is an Equal Opportunity Employer