

# ST. GEORGE'S EPISCOPAL SCHOOL

## **Maintenance Staff Member**

Reports to: Director of Maintenance

Part-Time | Non Exempt (25 hrs/wk) Flexible (Mornings, Afternoons, and Evenings)

*St. George's Episcopal School is a coeducational, independent school serving approximately 385 students from age one through eighth grade and employing approximately 100 faculty and staff. Here, each child grows academically, creatively, emotionally and spiritually while developing a sense of self-worth and moral responsibility. This is a family-like atmosphere of care and concern with a highly trained and dedicated faculty. Educational excellence at St. George's begins with the simple premise that each child is unique—that is, each child's strengths are worth cultivating and celebrating, and each child's challenges are worth identifying and embracing, for only then will grit and perseverance accompany growth and development. This is why our graduates develop into lifelong learners and consequently find acceptance and success in the finest high schools in New Orleans. This is also why our parents, grandparents, alumni, friends and students have an enduring love for the school.*

## **Position Summary**

Members of the Maintenance Staff are responsible for a variety of service operations in the areas of maintenance at St. George's Episcopal School, including general building repairs and upkeep of StG facilities. This position is also responsible for a variety of troubleshooting activities, including working with a variety of different types of machinery as well as handling light (non-licensed) electrical, plumbing and carpentry. This position may be required to assist with lawn and ground maintenance activities as well.

## **Essential Duties and Responsibilities**

- Performs full range of general maintenance duties, including plumbing, electrical, HVAC, and miscellaneous carpentry needs of all StG facilities.
  - Performs plumbing repairs on toilets, faucets, valves, drain lines and other plumbing fixtures.
  - Performs routine maintenance on HVAC, including changing air filters and monitoring heating and cooling systems.
  - Performs electrical repairs and replaces light switches, receptacles, shorts in wiring, light ballasts and general replacement of light bulbs.
  - Paints classrooms, offices, bathrooms, hallways and other school areas as needed.
  - Assembles, installs, moves furniture, equipment, door locks, cabinets, boxes, supplies, etc.
- Opens all building doors and ensures all doors are locked.
- Operates various equipment and specialized tools to perform repairs and general maintenance.
- Ensures maintenance tools and equipment are in a safe-operable condition.
- In conjunction with the Director of Maintenance, helps with the setup and breakdown needs for all StG events.
- Responds to all maintenance requests in a timely and satisfactory manner.
- Consults with the Director of Maintenance on examining and addressing potential maintenance issues and how to resolve them.
- Supports the Director of Maintenance with ordering supplies, working with outside vendors.
- Ensures courtyard and all outside areas are debris free and walkways are clear.
- Help to coordinate pest and rodent control across all buildings.
- Inspects the functionality of safety systems such as fire alarms, etc.

- Cleans, mops, dust mops, empties trash, vacuums floors, scrubs, buffs, dusts and utilizes waxing machines as assigned by the Director of Maintenance.
- Ensures pathways, stairs, outdoor structures are safe to utilize.
- Participates in required training for all team members that are a part of the Maintenance division.
- Understands proper safety protocols in line with local, state and federal requirements and best practices.
- Observes/reports safety hazards quickly to the Director of Maintenance.
- Performs all other job duties as assigned by the Director of Maintenance.

### **Qualification Requirements**

- High school diploma or GED (required).
- 2-3 years of experience in maintenance, custodial services and/or facilities management required.
- Basic knowledge of HVAC, plumbing and electrical systems.
- Embraces professionalism, teamwork, accountability and compassion
- Must possess solid communication skills.
- Strong work ethic, timeliness and attention to detail.
- Follow-through on job requests and ability to spot needs on an active campus; ability to adapt and be flexible in a fast-paced environment.
- Ability to operate a variety of equipment and tools.
- Reliable transportation to work location.
- Ability to work around children.
- Ability to work in a collaborative team environment with faculty and staff
- Ability to work outside of the normal operating shift, i.e., nights and weekends may be needed at times
- Ability to problem solve, analyze and change priorities when needed.
- Ability to develop, maintain and promote cooperative, professional and respectful working relationships with all employees, vendors and business partners of the department.
- Must have enthusiasm for the job and a positive supportive customer service approach.

### **Physical Conditions**

- Must be physically able to perform frequent bending, reaching, grasping, crouching, squatting, kneeling, twisting; constant walking and balancing.
- Occasionally exerts 120 pounds of force.
- Frequent standing and occasionally lifting up to 50lbs.

### **St. George's Episcopal School as an Equal Opportunity Employer**

St. George's aims to employ a collaborative, creative, joyful and diverse faculty and staff. We hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, disability or any other category protected by applicable law. We are committed to an inclusive school culture and to recruiting and hiring faculty of diverse backgrounds and experience.

**Please send a resume and cover letter to Mr. J  Gales, Director of Human Resources, at  
je.gales@stgnola.org.**