



**Position Title:** Maintenance Mechanic I  
**Position Status:** Full-time  
**FLSA Classification:** Non-Exempt  
**Reports To:** Director of Facilities

### Position Purpose

Perform maintenance, custodial and grounds-keeping tasks that ensure the care and upkeep of school property. Must have a strong background in computer applications as well

### Essential Functions

- Performs routine maintenance activities.
- Performs routine landscaping activities, i.e., cutting, mowing, weeding, edging, blowing, planting foliage, shrubbery, and tree maintenance.
- Performs pavement and asphalt maintenance activities, including snow and ice removal.
- Performs structural maintenance activities, i.e., painting playground and field equipment, repairing fences and gates, prepares athletic fields.
- Performs cleanup and worksite restoration activities, i.e., picking up litter, disposing of waste and debris, and cleaning surfaces.
- Assists with custodial duties and building maintenance and repairs, as required.
- Performs regular preventive maintenance and cleaning of equipment used; makes repairs within the scope of abilities.
- Assists with traffic flow for daily student drop off, pick up, and events.
- Assists in setups for events (tables, chairs, signs).
- Responds to and takes appropriate actions in the event of emergency or critical incidents to resolve, confine or prevent potentially injurious or hazardous conditions.
- Requests supplies as needed.
- Attends staff meetings, open houses, special events, etc. as required.
- Monitors and makes changes in the HVAC, door, alarm, camera, and hot water systems.
- Other duties as assigned by the Director of Facilities or his designate.

### Qualifications

- A high school diploma or GED is preferred along with 3-5 years of related experience.
- Ability to operate standard custodial and grounds-keeping equipment.
- Ability to apply common sense understanding and to carry out instructions furnished in written or oral form.
- Ability to ascertain which people may need immediate assistance and to act accordingly.
- Ability to perform basic first aid preferred.
- Ability to communicate effectively with all constituents in a school environment.
- Must have a current and valid driver's license.
- Ability to work a rotating shift including Saturdays.

### Physical Requirements and Work Environment

- Tasks involve the ability to exert heavy physical effort in heavy work, including climbing, balancing, stooping, kneeling, crouching and crawling, and lifting, carrying, pushing, and/or pulling moderately heavy objects and materials weighing 20 to 50 pounds; may occasionally involve heavier objects and materials weighing up to 100 pounds.
- May need to work during challenging weather conditions, including snow emergencies.
- Tasks are regularly performed with potential exposure to adverse environmental conditions, such as strong odors, fumes, dust, wetness, humidity, machinery, vibrations, temperature, and noise.

### Application Procedure

Interested candidates, please email a cover letter, resume, and contact information for three references to [careers@sch.org](mailto:careers@sch.org).

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