



**100 YEARS**  
OF EDUCATING YOUNG WOMEN

## Resurrection College Prep Job Description

Title: Maintenance Mechanic

Summary of the Position: The building Maintenance Mechanic is responsible for performing daily tasks, with little or no supervision, to maintain high standards of quality throughout the building and grounds. The building Maintenance Mechanic reports to the Director of Building and Grounds, working with Administration, staff and contracted vendors. The Maintenance Mechanic must be of high moral character, in agreement with the Catholic Mission of Resurrection College Prep High School and The Lasallian Brothers, and always be professional and courteous whether interacting with building occupants or community members.

Responsibilities:

- Must have knowledge and experience using common hand and power tools.
- Must have a working knowledge of all building trades and be able to perform at least 2 of the following - plumbing repair, light fixture repair, door repair and adjustment, basic electrical and snow removal
- Must understand the use of electrical meters and infrared thermometers
- Should be able to perform periodic inspections on various equipment
- Must be able to learn code compliance including local, state and federal codes
- Must be aware of current parts and supplies inventories and recommend purchase as supplies are used.
- Must be able to schedule work around class and room use.
- Must be available to assist staff as help is needed.
- Must be able to climb ladders and work on roofs
- Must have the ability to drive a snow plow and perform all types of snow removal.
- Must be available to work overtime and weekends
- Must maintain compliance in the Virtus program.
- Must be able to lift 50 pounds
- Must have a valid driver's license.

### EXPERIENCE:

- Minimum 2 years experience as a Maintenance Mechanic
- School experience is preferred but not mandatory