

Position Title: Maintenance Mechanic, Part-Time

Posting Date: July 20, 2022

Closing Date: August 15, 2022

Start Date: August 29, 2022

Primary role:

OLMA seeks a Maintenance Mechanic who will be responsible for maintaining building upkeep and ensuring the safety of those in the building. We are looking for a positive person who is a competent problem solver with organizational skills and can perform preventative maintenance throughout the campus. The desired hours for this position are mornings, Monday - Friday.

The opening calls for a trade professional who will carry out the maintenance processes of the facility and property, including corrective, preventative, routine, emergency, and cosmetic maintenance. The Maintenance Mechanic will participate in hands-on maintenance of the facility and all operational functions including mechanical, electrical, plumbing, cosmetic repairs with professional finish, and janitorial, as deemed necessary. The person should have familiarity with a variety of power and hand tools. The role calls for physical activity that includes walking, crouching, kneeling, working from a supine position, possessing the ability to lift and move heavy objects, and be able to climb ladders and work on roof tops. The individual will also accompany all inspectors, ensure ability for maintaining current building codes, and set up/break down facilities for events. This person will also be responsible for ensuring that the building is clean, safe, secure and in compliance with OSHA and IPM standards. Possessing a low pressure black seal is helpful, but not required. In addition, the Maintenance Mechanic will coordinate and maintain contact with outside contractors and maintain accurate records for work requests, quotes, supply orders, invoices, and submission for payments.

Applicants must be positive, flexible, and a team player that can complement OLMA's positive culture. Having patience, solid communications skills, basic computer skills, and strong organizational skills are also highly recommended for success in this role. The position will also need to have proper clearance; Criminal History Background Check, State of NJ Sexual Misconduct /Child Abuse clearance, Virtus Training, clear driving record. This is a full-time, 12-month position. Facilities Experience preferred.

Position reports to:

Facilities Director, Head of School

To apply:

Please send a letter of interest and resume by August 15, 2022 to mr.lenguadoro@olmanj.org or call: 856 697-2008 ext 311.