



## **Afternoon/Evening Maintenance Utility**

The Avery Coonley School is seeking a reliable Afternoon/Evening Maintenance Utility to support and maintain all aspects of buildings and grounds as well as performing basic security at the Avery Coonley School. The candidate will join a team of four assisting the staff and faculty in daily routine maintenance needs. Security duties include ensuring that guests entering the facility are registered and comply with school regulations. This position is hourly, Monday-Friday. Typical hours are 11:30 am – 8:00 pm. Some days shift will be asked to start later and end later. Overtime is occasionally available.

### **Qualifications, Skills, and Abilities**

- High School degree
- Basic knowledge of carpentry, electrical, plumbing, and HVAC systems is desirable but not required
- Must have a valid driver's license and proof of insurance
- Basic understanding of computer systems
- Reads, understands, and applies oral and written instructions quickly and effectively
- Ability to move around building and grounds to perform duties as necessary
- Ability to lift 75 pounds occasionally, 50 pounds regularly, and maneuver carts that may exceed 500 pounds
- Ability to stoop, reach, kneel, and crouch
- Ability to climb on ladders and work from different heights
- Ability to work with power tools and hand tools safely
- Ability to work with chemicals safely in compliance with SDS and OSHA standards
- Flexible hours to respond to emergency situations
- "Can do" attitude and ability to work as part of a team
- Ability to receive feedback and engage in continuous self-improvement
- Ability to adapt to a dynamic, rapidly changing work environment
- Ability to build positive relationships with all constituencies
- Ability to work collaboratively and across teams, departments, and Divisions
- Firm belief in personal accountability, producing measurable outcomes, and sustaining high expectations

### **Duties**

- Daily closing of buildings
- Reports any maintenance issues immediately to Director of Maintenance
- Reports supply needs to Director of Maintenance
- Set alarm system as needed
- Assists with snow removal

- General cleaning, as necessary
- Setting up and taking down furniture before and after events
- Assist with traffic management on a daily basis
- Provide relief coverage to evening receptionist
- Making security rounds to make sure windows are closed, lights are off, and doors are locked
- Provide security assistance during evening events
- Other duties as assigned
- Anticipated start date is ASAP

The statements in this job description are intended to represent the key duties, essential nature, and level of work being performed. They are not intended to reflect all responsibilities or qualifications of the job.

Salary is competitive and dependent upon experience and qualifications.

Please e-mail resume and cover letter to: [201710hr@averycoonley.org](mailto:201710hr@averycoonley.org)

### **About The Avery Coonley School**

Located in the western suburbs of Chicago and serving 330 children from 40 communities in grades PreK to 8, The Avery Coonley School (ACS) welcomes highly motivated, high-ability learners who eagerly seek new challenges. Gifted and high-achieving students flourish in a unique and collaborative culture where the drive to learn transcends all other differences. Founded in 1906, ACS enjoys a storied place in the history of gifted and progressive education for younger students in Chicago and across the nation. Learning spaces brim with energy, project-based learning, and individual exploration. On the historic 11-acre campus, which is adjacent to a forest preserve, members of the Avery Coonley community thrive in a learning environment that allows for flexibility, creativity, and innovation.