

MAINTENANCE TECHNICIAN

Job Information

Job Title	Maintenance Technician
Location	Durham, North Carolina
About Duke School	Founded in 1947, Duke School has as its mission to "inspire learners to boldly and creatively shape their future." Duke School offers an exceptional project-based learning environment that seeks to develop high-level analytical and critical thinking skills in all of its students. Duke School is a preschool through 8 th -grade day school enrolling approximately 500 students.

Job Description

A facilities maintenance technician will be expected to perform a variety of routine and semiskilled tasks in support of the overall maintenance of buildings, equipment and grounds. These may include:

- smaller plumbing repairs – leaking faucets/toilets, unplugging toilets/drains, et. al.
- light electrical work – replacing bulbs and ballasts, outlet/switch replacements, et. al.
- routine carpentry work – painting, door adjustments, furniture assembly/moving
- preventative maintenance – HVAC filter changes, vacuum maintenance, gutter cleaning, bus/truck cleaning and maintenance, et. al.

A maintenance technician should have the analytical, clerical, and technical skills to assess situations, document them appropriately and to decide what combination of in-house skills and outside resources are needed to address the situation. Discussion with other department members is always encouraged as a means to figure out the best course of action.

A maintenance technician will play a large role in the set up and breakdown of school events. This includes the movement and set up of chairs, tables, tents, trash cans, etc. based on the individual needs of each unique event. This portion of the job

includes coordination with other departments, staff and faculty as well as the integration of outside vendors into the day-to-day operations of the school. The technician may be asked to assist with outside vendor set up. Effective communication skills are essential for this role as these events can be busy and require attention to many details.

The maintenance technician may also be asked to assist with smaller landscaping design projects and campus clean-up projects. These projects may involve digging, use of wheelbarrows, planting, bush/tree trimming, leaf blowing, storm debris cleanup and other assigned duties needed for project completion.

Work will be evaluated by the Facilities Manager and is reviewed through observation and discussion of the work quality, aesthetic and function. A quarterly review of the maintenance technician done by the Facilities Manager may determine any changes in pay.

Duties and Responsibilities

The following list gives a good sense of the support that the maintenance technician is expected to provide to the campus. This list is not all inclusive as other additional tasks may be assigned.

- Troubleshoot facilities issues and determine the next course of action
- Assist with cleaning the interiors and exteriors of buildings
- Perform ongoing preventative maintenance and repair work on facility mechanical, electrical, and other installed systems as assigned
- Maintain tools and machines related to the care of campus through the use of in-house skills and/or outside vendors

Duties and Responsibilities (cont.)

- Maintain maintenance vehicles and school buses through regular state inspections, general maintenance and cleaning, and regular test drives
- Ability to drive 14 passenger bus
- Order and pick up supplies and materials required for repairs and maintenance
- Pick up recycling from buildings on a weekly basis and sort for pickup
- Support grounds maintenance including general cleanup, leaf blowing, mulching, pruning, snow removal, etc.
- Support any after-hours buildings/grounds needs and activities as needed
- Respond to campus emergencies and assist in whatever way is most helpful
- Attend meetings/trainings/professional development as required by Duke School
- Maintain proper safety protocols while working to ensure personal and community safety
- Maintain security of buildings and report any suspicious/unauthorized individuals

- Overtime work may be required
- Other assigned tasks as requested

Physical Demands

- Able to use equipment and tools such as hammers, screwdrivers, wrenches, drills, saws, augers, et. al. that are related to general campus maintenance.
- Able to move objects (i.e. stoves, refrigerators, coolers, furniture) with hand trucks and dollies
- Ability to lift at least 75 lbs.
- Ability to move tables and chairs for event setups/breakdowns
- Works inside and outside
- Works in a variety of weather conditions
- Works in smaller cramped areas
- Works at elevations greater than 10 feet to maintain building systems and roofs
- Climbs ladders for work and to access attic utility spaces

Minimum Qualifications

- High School Diploma/GED
- At least 2 years of experience in general building maintenance in multi-building facilities is preferred
- Specialized training required in one or more of the following areas: carpentry, plumbing, HVAC, electrical, and grounds
- Knowledge of basic methods, materials, tools, and equipment used in routine maintenance
- Ability to work and communicate effectively with others
- Ability to work independently on projects and bring them to the proper completion
- Ability to perform physical tasks listed above

To Apply

Please e-mail your resume, including a list of references along with a cover letter to teach@dukeschool.org. Diverse candidates are encouraged to apply. Compensation is commensurate with experience and abilities and reflective of local salary levels.