



Austin Preparatory School Facilities and Maintenance Technician

The Facilities and Maintenance Technician reports to the Director of Facilities and is responsible to perform building and equipment repair and maintenance. The Technician will perform preventative maintenance as well as assist in the oversight and guidance of facilities staff and contracted services in maintaining Austin Prep facilities. The Technician will also support the Facilities team with events and other facilities management needs as directed by the Director of Facilities.

Skills and Experience Requirements:

1. Must have verifiable, professional hands-on experience in major trades including HVAC, electrical, plumbing and carpentry. Proficiency in these trades is preferred as is certification in any of these trades.
2. Must have the ability to read and comprehend construction documents and instruction manuals.
3. Must have an ability to work directly with a team of individuals to support, mentor and train.
4. Must have an ability to communicate clearly with all levels of employees and act in place of the Director of Facilities as needed and requested.

Job Responsibilities:

Responsibilities include but may not be limited to the following:

1. Perform specific repair and preventative maintenance as directed by the Director of Facilities and Operations.
2. Troubleshoot and complete minor repairs to HVAC, mechanical, electrical, plumbing, kitchen and building systems. Assure timely communication of issues and suggested resolutions to the Director of Facilities.

3. Provide direction and support to the facilities staff as needed in executing the responsibilities of the position as well as assist in developing the capabilities of the Facilities Staff.
4. Assist the Director in identifying areas of the campus buildings, grounds and equipment that require maintenance and repair, including preventative maintenance and housekeeping service and be able to recognize and mitigate identified risks and avoid equipment and building downtime.
5. Assist in the coverage of events on campus including weekends and after hours events as needed to assure the optimal condition, safety and security of campus.
6. Work with contractors to coordinate access and provide building and equipment information support as requested.
7. Be available for on-call emergency or off-hours coverage.
8. Routine participation in professional development towards implementing best practices.
9. To perform other duties as assigned by the Head of School or his designee
10. To support the school and its leadership in advancing the mission of Austin Prep.

Submit resume, cover letter and three references to facilitiestech@austinprep.org