



POSITION POSTING BUILDING TRADESPERSON

May 2023

OUR SCHOOL

The Governor's Academy, the oldest boarding school in New England, inspires and engages inquisitive students in ninth through twelfth grade. Our 456-acre campus is located thirty miles north of Boston and five miles south of Newburyport, a classic New England coastal town. Gova has approximately 400 students and 250 employees.

Gova faculty and staff are committed to creating and cultivating an intentionally diverse and inclusive community that allows students to learn from each other's unique backgrounds and experiences, discover their passions, use their unique voices, and achieve academic and co-curricular excellence. We welcome applications from candidates of all backgrounds.

Adults in our community are professionals who appreciate individuality, collaboration, and service to others—all so that we can go far together.

POSITION SUMMARY

To work with a team in the repair, maintenance and operations of the 550,000 square feet of buildings and various facilities at The Governor's Academy.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Utilizes the Academy's maintenance software program, SchoolDude to respond to and to track maintenance work requests, and preventative and deferred maintenance.
- Typical building maintenance work includes interior & exterior painting, carpentry, minor plumbing, minor electrical, door and lock repair, moving furniture, and more.
- During inclement weather, snow removal is an essential duty and sometimes involves long hours. Preparation for special events such as graduation, reunion, camps, and other activities on campus may include setting up chairs & tables, tents, parking signs, traffic control, and various operational needs.
- This position will be part of the emergency after-hours "on-call" team, responsible for coverage every fourth week and weekend. Must be able to respond to emergencies via phone or in person as needed while scheduled to be on call.
- Other duties as assigned.

QUALIFICATIONS

- Three to five years of experience working in a specific building trade such as carpentry, painting, plumbing, and heating, or an equivalent facilities maintenance position.
- Computer proficiency, and the ability to learn and use payroll & work order management systems.
- Able to read written work requests, understand verbal instructions, and perform multiple tasks.
- Excellent oral and written communication skills.

- Have the ability to drive trucks and operate all equipment used in the maintenance operation.
- Must have a valid driver's license and DOT medical card.
- OSHA 10 certification or the ability to obtain certification.
- Must be able to work collaboratively with a team, communicate effectively, and receive critical feedback.
- Must also be able to be self-motivated, and work independently.
- Must be able to ensure safety precautions are properly used and in place at all times.
- Must be able to work collegially; must be committed to working in a diverse community and have the ability to communicate effectively with diverse populations; must enjoy working with young people in a boarding school environment.
- Willingness to work nights and weekends, when necessary.

HOURS

- Monday – Friday, typically 07:00 am to 3:30 pm. Overtime, weekends, and nights are required at times.
- This position will be part of the emergency after-hours “on-call” team, responsible for coverage every fourth week and weekend. Must be able to respond to emergencies via phone or in person as needed while scheduled to be on call
- Hourly/Non-Exempt

SUPERVISION RECEIVED

This position reports jointly to the Buildings Supervisor

PHYSICAL DEMANDS

- Physical ability to perform all job functions and work in cold environments required.
- Must work safely and wear proper attire to suit the conditions of the job function.
- Is capable of standing, bending, walking, and climbing stairs.
- Able to perform multiple tasks.
- Must be able to lift at least 50 lbs.

WORK ENVIRONMENT

- The Academy has a modern, well equipt mechanical repair building where most of the work will be performed.
- Work is performed outdoors and indoors in all-weather situations.
- The successful candidate will be flexible, enthusiastic, hardworking, and responsible and will enjoy a very busy work environment in which they will meet many people on a daily basis.
- The Governor's Academy is a non-smoking campus.

To apply for the Buildings Tradesperson position, please click [here](#).



STATEMENT OF SCHOOL VALUES

As an educational community, the Academy has an administration, a faculty, and a student body committed to learning. We pursue this commitment in a dynamic environment that fosters lifelong intellectual independence, responsibility, teamwork, service, and respect for others. We are committed to creating and maintaining a diverse and inclusive community that is physically and emotionally healthy.

Applicants for employment are considered without regard to race, color, religion, sex, pregnancy or a condition related to pregnancy, sexual orientation, gender identity, national origin, ancestry, genetic information, age, physical or mental disability, status as a veteran or being a member of the Reserves or National Guard, military service, application for military service, or any other category protected under state or federal law. Please notify us if you wish to request a reasonable accommodation to complete this application, interview for the position, or otherwise participate in the hiring process. We will consider all such requests in accordance with applicable law.

Nothing in this Job Description restricts The Governor's Academy's right to assign or reassign duties and responsibilities to this position at any time. This position is at will, which means that it can be terminated by the employee holding the position or by the Academy at any time, with or without notice or cause.

