



Job Description

Servite High School is a college preparatory school located in beautiful Orange County, California. Offering a world class academic curriculum, we help make a better world by forming the next generation of leaders with the knowledge, character and wisdom for success in college and life.

Title: Facilities Technician Level 3
Reports to: Director of Operations
Supervises: N/A
Position: Full Time, Hourly
Anticipated Pay Range: \$23.50-\$28.00/hour

Summary:

Supports the mission of the school by ensuring that the campus is clean, orderly, well-maintained, and hospitable. The Facilities Technician Level 3 will perform skilled cleaning, general labor, and semi-skilled building maintenance work. Assists maintenance specialists in the performance of routine maintenance work in the various construction and mechanical systems trades. Supports the department in achieving a Level 1 standard of the APPA (Association of Physical Plant Administrators) Industry Levels of Cleaning for Educational Facilities. Performs a variety of work in connection with the custodial, grounds cleanup, and maintenance of the school campus, classroom, multi-use, office, or related facilities. Works in maintaining facilities for students, staff and public in safe operating condition; maintaining a preventive maintenance program; assisting workers in the skilled trades area in performing semi-skilled and general maintenance to resolve immediate operational and/or safety concerns. The Facilities Technician Level 3 must work cooperatively and productively with the staff, students and facility users. The individual requires the ability to work independently adjusting work assignments to blend with school schedules, and document in ticketing system. Advancement potential exists to Level 4 Facilities Technician or Plant Manager based on position openings and compliance with job qualifications.

Duties and Responsibilities

Cleaning/Setup

- Assists in operating cleaning machines and floor buffers.
- Maintains safe and clean walkway and grounds. Picks up litter. Empties and cleans outdoor trash as needed.
- Participates in major cleaning projects that include, but are not limited to, carpet cleaning and floor stripping and refinishing.
- Rearranges, moves, and sets furniture and equipment in place, according to established instructions and seating arrangements. Sets up and takes down seating and equipment for various events, including theater and gymnasium use.

Safety and Security

- Opens up school buildings as needed. Secures internal and external entry and exit doors, ensuring that windows, A/C, and lights are locked and off.
- Documents work activities and unanticipated occurrences.
- Maintains a safe working environment in the assigned area(s), notifying the appropriate resources of safety hazards observed and/or takes action to mitigate or eliminate potential hazardous conditions.
- Checks and records emergency eye wash and shower stations, fire extinguishers, first aid kits, emergency telephones for proper functioning or stock.
- Maintains current knowledge of proper safety precautions and proper use of cleaning materials and chemicals.
- Follows all industry standards for safely operating machinery and tools.

Maintenance

- Performs, repairs, and conducts maintenance on projects such as sidewalks and roadways, irrigation systems and equipment, athletic equipment, classroom equipment.

- May participate in planting and cultivation of trees, turf and flowers.
- Performs a variety of painting duties. Paints walls, doors, rooms, buildings and other surfaces as required. Uses spray equipment or brushes. Prepares and finishes various surfaces. Water blasts surfaces to remove paint, rust and dirt to prepare surfaces for painting. Mixes and matches paint colors. Erects and works from ladders, scaffolding and rigging.
- Glazes windows. Refinishes furniture. Hangs wall coverings.
- Participates with and assists in trades areas of carpentry, plumbing, and other crafts as assigned.
- Operates and maintains of equipment including light tractors, skip loaders, forklift and other labor saving devices.
- Cleans, maintains, and cares for tools and equipment ensuring the availability of items in safe operating condition
- Carries materials and assists in moving heavy objects.
- Assists in the installation and maintenance of roofs, baseboards, furniture, cabinets, shelving, bookcases and bulletin boards
- Installs, repairs and maintains floor tile, acoustical tile, linoleum and carpet.
- Repairs and maintains a variety of operations systems including cleaning and replacing parts and fixtures as required.
- Assists in the installation, adjustment, repair and maintenance of a variety of equipment.
- Assists in the resolution of specific mechanical problems at a school site as directed.
- Performs preventive maintenance servicing on air-conditioning and heating systems. Changes filters. Greases and oils bearings, motors, and compressors.
- Contacts and liaises with third-party trade vendors in repair and maintenance of specific projects.
- Inspects equipment used on a regular basis for function and required servicing.
- Communicates the need for work order requests for maintenance services to the Facilities Administrative Assistant, Director of Operations, or other designated resource.
- Assists other trades as may be required for the purpose of supporting them in the completion of their work activities
- Designs systems and completes specific requests to meet various maintenance and facility needs
- Inspects facilities, systems and their components for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventive maintenance.
- Installs system component parts, classroom and office equipment and facility components (e.g. glass, floors, electrical appliances, partitions, etc.) for the purpose of maintaining facilities in a safe, comfortable and operating condition
- Prepares documentation for the purpose of providing written support and/or conveying information
- Requests equipment and supplies for the purpose of maintaining inventory and ensuring availability of required items
- Responds to emergency situations for the purpose of resolving immediate safety concerns
- Transports various items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at job site.
- Supports the maintenance and care of school owned vehicles (vans, trucks, and carts).

Performs other duties as assigned that support the objectives of the position

Additional Essential Functions

- Ability to work independently with minimal supervision and complete tasks in a timely manner
- Ability to accept direction and constructive feedback
- Ability to maintain consistent attendance and punctuality
- Ability to foster and maintain a positive work environment

Knowledge, Skills and Abilities

- Online timecard/HR system (Paycom)
- Understanding of the basic tenants of the Roman Catholic faith
- Telephony and operation of a computer and other business-related technologies
- Specific skills required to satisfactorily perform the functions of the job include: operating equipment used in semi-skilled trades, power and hand tools, etc.; adhering to safety practices; handling hazardous materials; and planning and managing projects.

Physical Demands

The usual and customary methods of performing the job's functions requires the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 5% sitting, 50% walking and 45% standing. The job is performed under some temperature extremes, some hazardous conditions, and in varying atmospheric conditions.

Reasonable Accommodations. The school will provide reasonable accommodations to qualified individuals with a disability to enable them to perform the essential functions of this job.

Qualifications

The successful candidate should have the following skills, experiences and qualities:

- Required to be physically fit and being able to lift and carry weight of up to 50lbs.
- A high school diploma with proven ability to understand and follow verbal and written instructions.
- Must have a valid and current forklift operator certification
- Ability to prioritize work orders to ensure timely completion of tasks with the least amount of negative impact on other departments.
- Ability to perform basic math calculations
- Ability to demonstrate tact and diplomacy when interacting with diverse constituents.
- Knowledge of safe driving practices as defined by the California DMV
- Ability to adhere to safe working practices as defined by industry and regulatory standards.
- Ability to read, write and speak English in order to communicate with all levels of campus community and business contacts.
- Ability to work in a team atmosphere.
- Minimum of 2 years of experience in the general maintenance of buildings, grounds or equipment required.

Valid California driver's license, clear, unrestricted DMV record; a DMV report will be required prior to and periodically during employment. Alternate/extended shifts periodically required for events support.

This is a full time, non-exempt position with full Medical, Dental, Vision, and Retirement benefits offered. Vacation benefits include fifteen paid holidays plus the accrual of PTO after probationary period ends. Satisfactory completion of a criminal history background check and fingerprinting is required.