

**Position:** Maintenance Staff

**Reporting Line:** Reports directly to the Facilities Manager

### **School Summary**

All Saints Academy was founded in 1966 as St. Paul's Episcopal Parish School under Father Gilbertson and Father Sturup of Saint Paul's Episcopal Church. The school did not adopt its current name until 1993, when the middle and upper school portions of the facility were added, extending the grades serviced to grade twelve.

### **Mission**

Inspiring independent thinkers, principled leaders, and humble learners.

### **Vision**

All Saints Academy exemplifies Judeo-Christian values within an Episcopal tradition. We welcome students of all racial, cultural, and religious backgrounds striving to maximize each student's unique potential by instilling a sense of worth that comes with purpose, direction, commitment, and success.

### **Position Summary**

All Saints Academy's Maintenance Staff is responsible for executing appropriate actions to meet the daily maintenance and janitorial needs of the various buildings and facilities of the school.

### **Essential Duties and Responsibilities**

The Maintenance Staff position is a full time, 12-month, hourly position.

- Light repairs and maintenance on facility, equipment, and vehicles as directed.
- Keep related work and storage rooms, garage/shed, tools and supplies inventoried, organized, and clean.
- Manage work assignments via ipad—checking them off after work is completed
- Daily garbage collection as directed.
- Keep sidewalks and parking lots free of trash/debris.
- Document all completed work and tasks performed.
- Implement departmental policies and procedures.
- Communicate clearly and effectively within the maintenance team, to supervisors, and the school community
- Maintain a safety-first mentality.
- Maintain knowledge and adherence to pertinent laws and ordinances.

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- Maintain positive relationships and work collaboratively with outside vendors including outsourced services.
- Maintain regular attendance in accordance with expectations noted in the Faculty/Staff Handbook.
- Perform other duties as assigned and necessary.

### **Personal Qualities & Physical Expectations**

- Ability to read, write and communicate effectively.
- Ability to perform work while standing, sitting, and/or walking, potentially for extended periods.
- Ability to perform work while bending, squatting, crawling, climbing, and/or reaching.
- Ability to lift, carry, push or pull light to moderate weight.
- Ability to generate word-processed documents, spreadsheets, emails, and other Google applications.
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### **Education & Experience**

- Minimum three (3) years experience in school maintenance or similar position.
- Documented experience with minor plumbing, minor electrical, HVAC systems, and carpentry is a must.
- Documented Vocational-Technical education in plumbing, HVAC, electrical, patch and painting, or carpentry is preferred.
- Ability to provide 3 references regarding work in maintenance or related field

### **Other Duties**

- The Maintenance Staff will actively participate in relevant school activities and events to promote the mission of the school as directed by the Head of School.

**Assume other responsibilities as requested by the Head of School, including but not limited to the work assigned in executing the Strategic Plan.**

Send resumes and cover letters to [HR@allsaintsacademy.com](mailto:HR@allsaintsacademy.com).

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