



Position: Maintenance Technician-Evening
Department: Maintenance
Reports to: Director of Facilities
Supervises: None
Status: 12 month non-exempt contract, renewable annually (2:30 PM-11:00PM)

Position Summary

The Maintenance Technician-Evening supports & maintains all aspects of buildings and grounds at the Avery Coonley School. The position is responsible for regular maintenance, building operations, grounds upkeep, working with contractors, safety, and traffic. This position has no supervision responsibilities.

Responsibilities

- Close and secure building
- Report maintenance issues immediately to Director of Facilities
- Reports supply needs to Director of Facilities
- Set and disarm alarm system as needed
- Assist with snow removal
- Assist with pool operations during the summer
- Pick up materials from hardware store, as directed
- Conduct general cleaning as necessary
- Set up and taking down furniture for events
- Assist with traffic management
- Provide relief coverage to evening receptionist
- Conduct rounds to make sure windows and doors are secure.
- Provide security assistance during evening events
- Fix and repair according to work assigned from work order system.
- Other duties as assigned

Qualifications

- High school diploma. Four-year degree from an accredited college or university preferred.
- Basic knowledge of carpentry, electrical, plumbing, and HVAC systems
- Must have a valid driver's license and proof of insurance
- Basic understanding of computer systems
- Reads, understands, and applies oral and written instructions quickly and effectively
- Ability to move around building and grounds to perform duties as necessary
- Ability to lift 75 pounds occasionally, 50 pounds regularly, and maneuver carts that may exceed 500 pounds
- Ability to stoop, reach, kneel, and crouch
- Ability to climb on ladders and work from different heights
- Ability to work with power tools and hand tools safely
- Ability to work with chemicals safely in compliance with SDS and OSHA standards



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- Flexible hours to respond to emergency situations
- Ability to obtain certified pool operation license within six months of hire.
- “Can do” attitude and ability to work as part of a team
- Ability to receive feedback and engage in continuous self-improvement
- Ability to adapt to a dynamic, rapidly changing work environment
- Ability to build positive relationships with all constituencies
- Ability to work collaboratively and across teams, departments, and Divisions
- Firm belief in personal accountability, producing measurable outcomes, and sustaining high expectations

Please email a resume and any questions to humanresources@averycoonley.org.