



PORTSMOUTH ABBEY SCHOOL

Title: Maintenance Technician
Department(s): Operations
Reports to: Director of Operations
FLSA Status: Non-Exempt; Full-time, Staff

About Portsmouth Abbey School

Portsmouth Abbey School is a coeducational Catholic boarding and day school for students in grades 9 through 12. Founded in 1926 by the English Benedictine Congregation, the School is located on a 525-acre campus along Rhode Island's Narragansett Bay, less than 30 minutes south of Providence and 20 minutes from Newport. Portsmouth Abbey combines a classical education in the Catholic intellectual tradition with Benedictine values. With 350 students, the School believes that the love of learning leads to the desire for God, and that the quest for intellectual understanding propels students to the search for ultimate meaning. The School is known for encouraging students to engage passionately in academic and intellectual pursuits, innovative electives and extensive opportunities in athletics and the performing and visual arts as well as a commitment to service and a focus on things that matter. Students are inspired to become the next generation's leaders, stewards, innovators and problem solvers all the while grounded in Benedictine values of love of God and neighbor, humility, hospitality and a desire to serve the common good.

Job summary

The Maintenance Technician's primary responsibility is to provide a variety of carpentry and maintenance repairs throughout campus.

Schedule changes and overtime are common in this position. In case of emergencies and/or special functions, you may infrequently be called upon to report for work at any time of the day or night.

Responsibilities:

- Carpentry
- Minor electrical repairs, i.e. changing light bulbs, switches, etc.
- Maintenance on mechanical equipment, i.e. changing filters, greasing bearings, changing belts, etc.
- General plumbing repairs and maintenance, i.e. repair faucets, unclog drains
- Snow removal
- Moving furniture, books and/or supplies
- Operating machinery: hand tools, assorted power tools, electrical test instruments, etc.



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- On rotation for ½ day Saturday work, including trash pickup, cleaning the shop, grass cutting, weed whacking and other regular maintenance tasks, as needed.
- Other duties, as assigned.

Other Requirements:

- Position may be modified based on skills and experience
- Travel and training, as assigned and paid for by the school

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to listen, physically direct, and speak. The employee is required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms; heavy lifting; climbing ladders; moving furniture. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet; however, variations in noise level may occur when the employee attends school functions such as assemblies and other events.

Other Qualifications:

All prospective employees must be able to clear a background check.



P O R T S M O U T H A B B E Y S C H O O L

Details of Staff position:

Salary: Commensurate with experience and education
90-day probationary period

Benefits:

Pension (403b): PAS contribution of 10%; employee contribution of 1%,
after 2-year waiting period (waived with prior
educational experience)
Health insurance: United Healthcare; Waive, \$3,100 stipend
Dental insurance: Delta Dental
Life insurance: equal to one year's salary
Short-term disability (TDI): paid by employee and administered by State of RI
Long-term disability: 90-day qualifying period; 60% of salary; \$7,500
maximum monthly benefit (conversion privilege)
AD&D: per policy

Please send letter of interest and resume to: kgarcia@@portsmouthabbey.org

No phone calls please.

www.portsmouthabbey.org

Position open until filled.