



## Providence Christian School of Texas

<b>Position Title</b>	Facility Tech/Porter
<b>Reports To</b>	Facilities Manager
<b>Position Purpose:</b>	Facility tech/porter assists with setup and teardown needs for events and helps maintain our buildings, grounds, and equipment.
<b>Work Hours</b>	7:30 a.m. – 4:00 p.m.
<b>Work Calendar</b>	Full Year
<b>Vacation Designation</b>	2 weeks

### **Position Summary:**

*The Facility Tech Porter supports the Facilities Manager in maintaining our buildings, grounds, and equipment. The Facilities Tech Porter is responsible for carrying out the directives of the Facilities Manager, working in conjunction with the facilities staff as a unified team to execute the maintenance needs of the school.*

### **Qualifications:**

- Ability to work independently and in a team environment
- Operate out of problem-solving and service-oriented mindset
- Ability to adapt to changing needs and multitask as necessary
- General handyman skills
- Operations or repair work in one or more specialty trades such as plumbing, electrical, carpentry, heating, ventilating and air conditioning installation preferred
- Have a basic knowledge of computer applications such as spreadsheets, word processing, calendar, and email

### **Essential Functions:**

- Communicate with point person for events and assist with all event support needs
- Clean Grounds, water planters and monitor and clean hallways, classrooms, offices, restrooms, gym, parking areas, and fields as needed throughout the day
- Assist with management of AX door, Intrusion, HVAC, Fire Alarm, and Camera systems
- Open and close facility, parking, gates, per security alarm protocols
- Manage subcontractors as needed
- Maintain and complete day porter tasks, including daily lunch setup and cleanup and light mechanical tasks
- Deliver mail to faculty and staff as needed and make trips to the post office as needed.
- Assist faculty and staff with moving books and supplies
- Repair desks and furniture as required
- Work on summer projects.
- Respond to facility emergencies such as spills, accidents, pest control, and toilet issues
- Manage and restock all kitchen items and cleaning supplies in classrooms
- Assist with preventative maintenance: bathrooms, classrooms, hallways, HVAC vents, etc., alerting the Facilities Manager to any safety or maintenance concerns.
- Assist with parking for large events and with crossing guard duty.
- Purchase materials and parts as required for maintenance and repairs.
- Assist with sweeping and grooming the athletic field weekly.