



Maintenance and Custodial Technician

Department: Facilities

Supervisor: Assistant Facilities Director

Job Type: Full-Time, 12 months

FLSA Classification: Non-Exempt

Position Purpose: Under the direction of the Assistant Facilities Director or the Facilities Director, the Maintenance Tech/Custodian performs a variety of semi-skilled and skilled jobs in the Facilities Department. This position also serves as the representative member of the facilities team and provides quality custodial and minor maintenance work during evening and weekend events.

Essential Responsibilities:

- Maintain and clean the school and its surroundings, as assigned; duties may include painting and drywall, carpentry, electrical, plumbing, masonry, flooring, HVAC (non-skilled), room setup and breakdown, janitorial, and landscaping
- As a collaborative member of the team, complete work orders thoroughly, safely and efficiently
- Custodial duties as assigned; most often weekend and/or evening shifts
 - Custodial duties may include cleaning, sweeping, mopping, trash pickup and removal, and vacuuming of facilities
 - As the representative facilities team member on site for these shifts, also complete minor maintenance work as it arises
 - Communicate professionally with staff, students, parents, and rental groups that are hosting the events
- Assist with set up/tear down of tables and chairs for group meetings as assigned
- Assist with checking facilities for safety hazards; timely report any deficiencies
- Utilize supervisor experience as a guide to task efficiency
- Safely and carefully move furniture and supplies as assigned
- Apply appropriate customer service skills in all situations
- Demonstrate pride and ownership in your work and that of the team
- Be a team player; cheerfully assist with any other related duties as assigned by the Assistant Facilities Director, or other appropriate administrator
- Meet regular and timely attendance requirements which will include weekend and evening events
- Adhere to School policies as described in the Employee Handbook and other materials

Qualifications, Skills, and Attributes:

- High School Diploma or GED
- Valid FL Drivers License with acceptable driving record and reliable transportation
- Previous experience in the custodial industry is a plus
- Previous experience in maintenance/facilities work is a preferred
- Basic computer skills
- Demonstrated ability to read and converse in English language
- Ability, willingness, and judgment to interact and communicate positively, effectively, and professionally with all constituents in a school environment
- Ability to interpret and implement a variety of instructions furnished in written, oral, diagram, or schedule form
- Demonstrate a strong work ethic and possess the ability to work with minimal supervision

- Basic understanding of general maintenance procedures and techniques
- Basic math skills
- Basic knowledge of cleaning equipment and agents
- Must be able to pass a thorough national fingerprint criminal history check and background screening

Physical Requirements and Work Environment:

- Works in an environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts
- Must be able to lift 50 pounds regularly and 100 pounds frequently
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus with or without corrective lenses
- Frequently required to stand and/or walk for extended periods of time
- Regularly required to climb ladders and stairs, balance, reach, stoop, lift, kneel, crouch, or crawl
- Ability to perform manual work requiring physical strength and agility, often in hot/humid weather, occasionally in cold weather
- Frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes, or airborne particles, and toxic or caustic chemicals
- Occasionally exposed to high, precarious places; outside weather conditions; risk of electrical shock; and vibration.
- Regularly exposed to loud noise level

Interested candidates should send a resume or job experience to facilities@carrollwooddayschool.org

Compensation includes a comprehensive employee benefits package including medical, dental, vision, life, and disability insurance, paid time off, 401K retirement match, and lunch provided during the school year.

Carrollwood Day School is committed to the principle of equal opportunity in employment. It is CDS' policy to provide equal employment opportunities and administer terms and conditions of employment without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.