



JOB TITLE	Temporary Maintenance Technician - 2 to 3 months
DIVISION/DEPARTMENT	Operations - Facilities
LOCATION	All three campuses: Ashbury (San Francisco), Ortega (San Francisco), Sausalito
REPORTS TO	Director of Facilities
TYPE OF POSITION	Full-time, 40 hours per week, non-exempt, open until filled

#### OVERVIEW

- The facilities technician provides assistance on general maintenance of the school. This role may work on all three campus sites.
- Located in San Francisco, LFSF is a French Immersion, independent, co-educational, college preparatory day school in grades preK-12. For more information about our school, please visit: [www.lelycee.org](http://www.lelycee.org)

#### RESPONSIBILITIES

- Perform general maintenance and building repairs.
- Perform repairs in plumbing, electricity, carpentry and painting.
- Make adjustments and repairs on building fixtures such as doors, hardware, and windows as needed.
- Assist in preventive maintenance tasks.
- Buy and pick up material orders as assigned to perform tasks.
- Run errands as needed.
- Backup other team members during absence.
- Perform other tasks as assigned by the supervisor.

#### QUALIFICATIONS

- Three or more years of relevant experience in maintenance if possible in a school environment.
- Energetic and proactive.
- Attentive to details.
- Ability to work as part of a team.
- Dependability and trustworthiness
- Enjoy solving problems for all members of the school community.
- Experience working around children is preferred.
- Spanish and/or French language skills are a plus.

#### REQUIREMENTS

- Time flexibility
- Fingerprint
- California driver's license

#### SPECIAL REQUIREMENTS (IN COMPLIANCE WITH ADA)

- Ability to lift and move boxes up to 50 LBS frequently.
- Perform work outside buildings.
- Indoor and outdoor working environment.
- Seasonal heat and cold and adverse weather conditions.
- Working around moving parts and equipment.

*Candidates with 1 to 3 years related experience in the Maintenance field can anticipate a monthly salary, ranging from: \$ 5,216 to \$ 5,363 for 40 hours per week (based on Salary Grid 2024/2025). The salary offered to the successful candidate will be dependent on several factors that may include but are not limited to the type and years of experience in the job, type and years of experience in the industry, education, etc. LFSF offers a negotiated salary range.*

Excellent benefits package which includes medical, dental, vision, paid holidays and vacation.

Application Process:

To apply for this position, please submit your resume along with a cover letter via <https://www.lelycee.org/about/jobs>

For any inquiries, please contact [cv@lelycee.org](mailto:cv@lelycee.org)

The LFSF is an equal opportunity employer. All individuals have an equal opportunity for employment based on qualifications and merit, regardless of religion, race, sex, marital status, pregnancy, childbirth or related medical conditions, age, color, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, military service status, or any other factor prohibited by state or federal law. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, and other conditions of employment.

All qualified applicants are encouraged to apply. Employment contingent upon successful completion of background investigation. Direct candidates only. No phone calls, please.