



# Peninsula SCHOOL

## Maintenance Technician (Full Time Position)

### POSITION OVERVIEW:

Peninsula School is a progressive school founded in 1925 with a wooded, 6-acre campus, one large historical building and 13 smaller buildings. The Maintenance Technician helps to provide and maintain a safe, clean, and healthy environment for the preschool through 8th grade students, staff, and visitors. Responsibilities include general building maintenance, minor repairs, and support for events and emergencies.

### ESSENTIAL QUALITIES:

- Punctuality, dependability and a cooperative team approach
- A commitment to executing responsibilities efficiently, accurately, and on time
- Ability to work with frequent interruptions
- Strong communication skills (proficiency in English required, conversational Spanish is desirable)
- Occasional availability on nights and weekends
- Valid California driver's license

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- **Equipment installation, maintenance, and repairs including:**
  - Minor plumbing and electrical repairs and replacement of fixtures
  - Minor indoor repairs including drywall repair, patching and painting
  - Minor outdoor repairs including fences, gates, and playground equipment
  - Operate electric, gas, and manual tools and equipment including saws, sprayers, air compressors, blowers, weed eaters, and school-owned vehicles
- **Ensure school facilities are clean, safe and sanitary, including:**
  - Clean spills and manage garbage/recycling bins and dumpsters
  - Respond to emergencies such as fallen tree limbs, plumbing leaks, power outages, and fire alarms
  - Open campus, unlock doors, and monitor buildings and grounds for safety and security
  - Maintain inventory of and order maintenance supplies
  - Move/distribute furniture, equipment, and deliveries (including event set up and clean up)
  - Other duties as assigned

### REQUIREMENTS:

- **Experience:**
  - High school diploma or GED equivalent
  - 1 year of trade school or 2 years of related experience in a similar role
  - Practical experience in the standard building trades (carpentry, mechanical, electrical and plumbing) and the ability to diagnose problems and make minor repairs
  - Knowledge of CalOSHA safety standards/practices
- **Independent Judgment:**
  - Ability to work independently, identify problems and seek solutions using appropriate resources
  - Ability to exercise judgment and make decisions in emergency situations
  - Ability to effectively organize and prioritize tasks

- **Other Requirements:**

- Reliable vehicle/transportation
- Track hours on an online timecard and read and send emails
- Initial and continued criminal background clearance by DOJ and FBI
- Initial and continued tuberculosis clearance

**PHYSICAL DEMANDS:**

The physical demands described below represent those that must be met by an employee to successfully perform the essential functions of this job. In accordance with the Americans with Disabilities Act, as amended, the California Fair Employment & Housing Act, and all other applicable laws, Peninsula School provides reasonable accommodations for qualified persons with disabilities. A qualified individual is a person who meets the skill, experience, education, or other requirements of the position and who can perform the essential functions of the position with or without reasonable accommodation.

**The Maintenance Tech must be able to:**

- Perform physical labor for extended periods including climbing, kneeling, crouching, reaching, and lifting and carrying
- Regularly lift, carry, push and pull weights of up to 50 pounds and occasionally up to 100 pounds
- Climb ladders, work in high places, work in cramped quarters and under and on buildings
- Work indoors and outdoors in various weather conditions with potential exposure to adverse conditions, such as strong odors, fumes, dust, wetness, humidity, temperature, and noise extremes
- Work with potentially hazardous materials in a safe manner and safely perform required duties in potentially hazardous environments
- Sit, stand, walk on uneven surfaces; climb stairs and ladders; reach; perform repetitive hand motions; hear and speak
- Perform prolonged and irregular work hours on occasion.

**WHAT AWAITS YOU:**

- **Competitive Compensation:** Earn between **\$37 to \$40 per hour** depending on experience.
- **Benefits:** A comprehensive benefits package, including health, dental, life and long-term disability insurance, and retirement savings with an employer matching plan.

**TO APPLY:** Please fill out an [employment application](#) (also found on the Join Our Team page of our website <https://www.peninsulaschool.org/about-us/join-our-team>) and send it to [HR@peninsulaschool.org](mailto:HR@peninsulaschool.org).

Peninsula School actively promotes the principles and practices of [diversity, equity, inclusion and belonging](#) throughout the school community. We are an equal-opportunity employer and encourage people from under-represented groups to apply.