



Carrollwood Day School is seeking a qualified Building Maintenance Engineer to join our Facilities Team. Successful candidates will be skilled in HVAC and electrical work, have a positive attitude and be able to prioritize tasks and take pride in their work. The ideal candidate will be energetic, upstanding, dexterous, and possess the ability to self-manage.

The vision of [Carrollwood Day School](#) is to build a community prepared and inspired to better the world. As an IB World School, we cultivate principled entrepreneurial thinkers for a global society by enriching the mind, strengthening the character, and inspiring the passions of our community.

Carrollwood Day School embraces and celebrates the rich diversity of our students, employees, and families from all backgrounds. As an International Baccalaureate continuum school, CDS strives to create a supportive and inclusive learning environment where each person is valued. We work to intentionally develop cross-cultural competency and appreciation of differences within all constituents. We value the influence of a wide range of experiences and perspectives in our classrooms, relationships, and interactions as we prepare our students to contribute to a diverse and interconnected world.

Understanding that a team of talented, supported, and growth-minded faculty and staff is what leads to student success, the first pillar of our strategic plan is to become the destination school for exceptional educators in the Tampa Bay region. Want to join our team and better the world?

### **The Position of Building Maintenance Engineer:**

As a cooperative member of the Facilities team, perform a variety of skilled jobs in the maintenance and repair of the school's buildings, grounds, and equipment.

This is a 12-month, full-time, benefits eligible position. Schedule is normally Monday through Friday with occasional weekend hours. Uniforms and basic tools are provided.

### **Essential Responsibilities:**

- HVAC, electrical, and plumbing work
- As a collaborative member of the team, complete work orders thoroughly, safely and efficiently
- As a collaborative member of the team, assist with all other aspects of maintenance and troubleshooting a multi-campus private educational facility and grounds
- Communicate professionally with staff, students, parents, and guests of the school
- Assist with checking facilities for safety hazards; timely report any deficiencies
- Utilize supervisor experience as a guide to task efficiency
- Utilize and apply safety rules and equipment at all times

- 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 HVAC and electrical work is required
- Previous experience in maintenance/facilities/construction work is preferred
- Demonstrated ability to read and converse in English language
- Must possess a positive attitude
- Must project a professional appearance at all times
- Must demonstrate the ability, willingness, and judgment to interact and communicate positively, courteously, 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
- and be able to pass a national background check
- Basic understanding of general maintenance procedures and techniques
- Basic math skills
- 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 occasionally
- 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, may stand continuously for up to four hours
- 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

[cgs-ops@carrollwooddayschool.org](mailto:cds-ops@carrollwooddayschool.org)