



Facilities & Plant Engineer Job Description The Mary Louis Academy

Mission and Background

The Mary Louis Academy in Jamaica Estates, NY is a Catholic college preparatory school for young women sponsored by the Sisters of St. Joseph of Brentwood, NY, and rooted in their charism of unity, reconciliation and inclusive love that embraces all of creation. In an atmosphere that fosters academic excellence and respect, we seek to empower young women to realize and value their own unique gifts – spiritual, intellectual, social – and to use their gifts as leaders in creating a just society. We are a community that celebrates cultural diversity and continues the Catholic tradition of service.

As a single gender school, we are aware of our unique opportunity to help our students appreciate their womanhood and to develop their gifts in an atmosphere which fosters academic excellence and respect. As educators, we provide an environment shaped by Christian ideals that nurtures the whole person by integrating faith and life. We foster an awareness of an active engagement in ecological stewardship. We recognize that shared partnership with parents and guardians in developing young women who will take responsibility for their life choices and value service to their community. In a world increasingly impersonal, we endeavor to empower each student to realize and value her own unique spiritual, intellectual, physical, emotional and social potential as a leader in today's society.

Role Description

- Hours of operation (range) from 6:00AM to 10:00PM
- Snow and ice removal around facility prior to arrival time of staff and students, may require arrival in one hour early for snow removal
- Daily responsibilities: emptying trash cans, cleaning floors in rooms, stripping, seal and waxing floors, maintenance of halls and stairs, wiping down equipment and supplies, vacuuming and cleaning bathrooms, and cleaning outside building and backyards
- Weekly responsibility for washing out trash cans, polishing furniture/equipment, and spot cleaning walls, windows and spills, etc.
- Replace/refill dispensers throughout facility on "as needed" basis
- Inform Maintenance/School Supervisor & Maintenance when supplies need to be replaced or re-ordered
- Comply with all Agency and school policies
- Accept and follow through with all suggestions and directives from school supervisor
- Perform related work as required, including painting and operating power tools
- Perform minor repairs (i.e. electrical work, plastering, sheetrock, carpentry, plumbing, spot paint or paint, and masonry)
- Adhere to OSHA requirements and regulations
- Wear agency provided uniform and maintain clean, neat appearance



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- Adhering to agency policy, particularly as pertains to all OSHA standards (e.g., blood borne pathogens, Haz. COM. Noise and lockout)
- Running in-service on maintenance, as needed
- Securing all fire alarm, test pull station on a monthly bases, log in daily, weekly and monthly, carbon monoxide and smoke detector

Qualifications

- High School Diploma
- One year minimum experience working in maintenance
- Ability to communicate effectively both verbally and in writing
- Knowledge of appropriate cleaning methods and ability to maintain a safe work site
- Ability to maintain care and use of supplies, equipment, etc., and the appearance of facilities
- Ability to lift, climb, and carry supplies and equipment and to operate power tools, as needed
- Able to follow written or verbal instructions, blueprints, or diagrams
- Must lift and/or move up to 10 pounds, frequently lift and /or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds
- S95 permit before beginning in the role is preferred
- Experience with independent Catholic school is preferred yet not required

Salary Range:

TMLA provides a strong benefits package with a salary range of \$45,000-\$50,000 based upon years of experience and knowledge.

To Apply

Candidates should submit the following materials as separate PDF documents to

hiring@tmla.org:

- A current and thorough resume of no more than four pages
- Contact information for two professional references (name, email and phone number)