

Position Summary:

The Heritage School seeks a Facilities Assistant to begin June 2026. The Facilities Assistant is responsible for maintaining high-quality athletic playing surfaces, supporting campus maintenance operations, and assisting with school transportation needs.

Key Responsibilities:

- Maintain all playing surfaces at The Heritage School.
- Mow baseball, stadium, and practice fields on a biweekly schedule.
- Manage irrigation systems for all athletic fields.
- Maintain fan areas at each location, including pressure washing stadiums, blowing off seating areas, and keeping spaces free of trash and debris.
- Ensure fields are properly lined for each sport season, working with the turf tank to maintain field markings, and coordinating manual conversion of fields between baseball and softball.
- Keep equipment, including lawnmowers and other field tools, well-maintained and ready for use.
- Coordinate winter rye overseeding to sustain field quality during winter months.
- Oversee fertilization, weed control, and topdressing activities for all fields.
- Educate coaches on best practices for maintaining safe and high-quality playing surfaces.
- Coordinate pickup and delivery of sports-related items, including protein drinks and materials for the clay shooting team.
- Ensure the bus fleet is properly fueled, cleaned, and maintained.
- Provide bus transportation for school functions as needed.
- Perform preventative maintenance across campus, including HVAC systems, lighting, pressure washing, and other facilities.
- Collaborate with the maintenance team on campus projects and provide support for events.
- Perform other duties as assigned by the Director of Facilities and Security Operations or the Head of School.

Qualifications:

- Experience in athletic field maintenance, landscaping, or facilities operations preferred.
- A valid Commercial Driver's License (CDL) is preferred.
- Employment is contingent upon successful completion of a background check and passing and maintaining a valid DOT physical. The employee may be subject to random drug testing at the School's discretion and in accordance with applicable regulations.
- Ability to operate maintenance equipment and perform physically demanding work.

Email resume and expression of interest to:

Human Resources

hr@heritageschool.com