



ST. ANDREW'S SCHOOLS

THE PRIORY ♦ THE PREP ♦ THE PRESCHOOL

Position: Maintenance Associate
Reports to: Maintenance Manager
Type: Full-time, non-exempt, hourly

Position Overview

The Maintenance Associate will perform operations maintenance, preventative maintenance, repairs, tests, and inspections of the facility's buildings, and equipment. Responsible for maintenance of the grounds and exterior areas of the school and equipment at the direction of the Maintenance Manager and/or Maintenance Assistant Supervisor

The Maintenance Associate will embody St. Andrew's Schools' core values and professional behaviors. The successful candidate will be a team player, hands-on, and proactive to achieve their goals most effectively.

Essential Duties

- Perform general maintenance and repair tasks in a variety of areas and as assigned by the Supervisor of Maintenance and in accordance with all applicable codes and regulations.
- Ensure that the work site and conditions are safe.
- Know and implement safe practices in the following areas: HI-OSHA, Shop Tool Safety, Fall Protections, PPE (Personal Protective Equipment), Confined Space & Electrical Safety.
- Perform assignments relating to ensuring all schools are able to safely open and function when assigned. This includes working cooperatively with custodial employees during emergency operations.
- Work collaboratively and report to the Maintenance Assistant in the absence of the Maintenance Supervisor.
- Use the School Dude maintenance system to make sure that work orders have been completed and approved when performing tasks, except in emergency situations.
- Follow campus emergency procedures for school fire and lockdown drills.
- Refill supplies in the office, restrooms, and other areas of the facility.
- Take inventory of supplies and inform supervisor when supplies need to be ordered.
- Inform supervisor of any repairs or safety issues that need to be addressed.
- Pick up supplies and deliver items that need to be repaired.
- Other duties as assigned.
- Interact positively with students, parents, faculty and staff.

Qualifications

- Ability to understand and practice preventive and predictive maintenance techniques.
- Proficient in the use of standard hand tools such as wrenches, hammers, bearing pullers etc.
- Proficient in the use of simple power tools such as drills, grinders, cut-off saws, impact wrenches, etc.
- Must be able to work in an environment exposed to elements such as UV and heat.
- Ability to organize, multi-task, and prioritize work.

- Ability to adapt effectively to changing plans and priorities.
- Ability to work independently with little supervision and as part of a team.
- Excellent time management skills and the ability to problem-solve.
- Excellent customer service orientation.
- Experience tracking maintenance requests through maintenance software such as School Dude.
- Ability to enter time worked and paid time off requests into human resources payroll software, Time and Attendance.
- Reliable and dependable.
- Must be available to work nights and weekends, as necessary.
- Must be able to lift up to 50 pounds.

Compensation and Benefits

Wage: minimum \$17.00 - \$21.00 per hour, depending on experience and expertise.

Benefits: Regular employees who work 20 hours per week for more than four consecutive weeks receive medical, prescription, dental, and vision benefits, a 403(b) retirement plan, a flexible spending account, employee assistance program, group life insurance, professional development, parking or bus/ Biki pass; and paid holiday, vacation, and sick leave; and statutory benefits.

How to Apply

This is a regular, full time, hourly position offering a generous benefits package including retirement plan, health benefits, paid vacation, parking/biki/bus pass, and more. Please send a resume and the names and contact information of three professional references to employment@standrewsschools.org. Applications accepted until the position is filled.

About St. Andrew's Schools

For more than 150 years, St. Andrew's Schools has developed tomorrow's courageous and compassionate leaders. In 1867, the great royal Hawaiian leader, Queen Emma Kaleleonālanī, a visionary and transformational thinker, established St. Andrew's Priory, the oldest girls' school in Hawai'i. An enduring testament to her towering vision to educate the Hawaiian people, The Priory has become St. Andrew's Schools and grown to include The Prep, a K-6 boys' school, and Queen Emma Preschool (The Preschool), for boys and girls ages two to five.

Our personalized educational program allows students to uncover their unique strengths, passions, and interests through discovery, practice, creation, and self-reflection. Our emphasis on social, emotional, spiritual and cognitive learning sets the stage for children to cultivate healthy habits of mind, body and spirit that positions them to live a life of learning and good health.