

Rabun Gap-Nacoochee School

Job Title: Maintenance Technician

Reports To: Maintenance Manager

FLSA Status: Non-Exempt

Classification: Full-time, 12-month

Position Overview: The Maintenance Technician is an integral part of the Facilities team, responsible for providing essential support across various maintenance disciplines to ensure the optimal functioning and appearance of Rabun Gap-Nacoochee School's 1,400-acre campus, 324,000 square feet of academic buildings, and dozens of residential houses. This role requires a versatile individual capable of assisting with painting, plumbing, event support, and a wide array of other projects as needed, contributing to a safe, well-maintained, and positive environment for our 680 students, and more than 150 faculty and staff.

Key Responsibilities:

- **General Maintenance and Repairs:**
 - Perform routine and preventative maintenance tasks across campus facilities, including academic buildings and residential properties.
 - Assist with minor repairs to plumbing, electrical, HVAC, and structural systems as directed.
 - Conduct inspections of campus facilities to identify and report maintenance needs.
- **Carpentry Support:**
 - Proficient in measuring, cutting, and assembling high-quality wood frameworks
 - Ability to install and repair heavy-duty components such as subflooring, sheathing, and exterior decking
- **Plumbing Support:**
 - Assist with basic plumbing repairs and installations, such as fixing leaks, unclogging drains, and repairing fixtures.
 - Help with preventative maintenance on plumbing systems.
- **Event Support:**
 - Provide setup and breakdown support for various school events, including arranging furniture, equipment, and signage.
 - Ensure facilities are clean and ready before, during, and after events.
- **Work Order System:**
 - Utilize the Operation Hero software for work request entry, tracking, and record keeping.
- **Safety and Compliance:**
 - Adhere to all safety regulations and school policies, including the use of personal protective equipment (PPE).
 - Ensure all work areas are safe and clean during and after projects.
 - Comply with school, state, and federal laws and regulations.
- **Collaboration and Communication:**
 - Work collaboratively with the Maintenance Manager, other Facilities staff (Maintenance, Housekeeping, Grounds, Transportation), and other school departments.

- o Communicate effectively with colleagues, faculty, staff, and students regarding ongoing projects or issues.
- **Additional Duties:**
 - o Participate in an on-call maintenance schedule. Currently, the on-call schedule places a person on the calendar every 7 weeks.
 - o Perform other duties as assigned by the Maintenance Manager or other senior leadership.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Diploma or equivalent required.
- Minimum of 2-3 years of experience in general maintenance, construction, or a related field.
- Carpentry and plumbing experience preferred
- Ability to follow instructions and work effectively as part of a team.
- Strong problem-solving skills and a proactive approach to identifying and addressing issues.
- Good communication and interpersonal skills.
- Ability to manage a variety of programs and activities simultaneously and promote a spirit of teamwork.
- A "can do" mentality with the ability to stretch resources while successfully completing tasks.
- Must be able to lift and/or move up to 50 pounds frequently.
- Flexible in the ability to work more than eight hours in a day or 40 hours in a week as necessary to complete duties and/or be available for urgent maintenance issues or event support for large-scale school functions.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to see, talk, or hear. The employee frequently is required to stand, walk, sit, reach with hands and arms, and stoop, kneel, or crouch. The employee is required to use hands to finger, handle, or feel, and climb or balance. The employee must frequently lift and/or move up to 75 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate but can be quite loud.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.