JOB DESCRIPTION

Position Title: **Maintenance Technician**
FLSA Classification: Non-Exempt, Hourly 12-month Staff, Full-Time, Benefits-Eligible
Reports To: Facilities Manager / Maintenance Supervisor

Mission

The Howard School celebrates each student, transforming the learning experience and developing lifelong strengths.

Position Purpose

The Howard School is seeking a reliable and skilled **Maintenance Technician** to support daily facility operations across our K-12 campus. This position requires a hands-on professional with working knowledge in **plumbing, electrical, HVAC, carpentry**, and general building systems. The ideal candidate will also be experienced in **school event setups and takedowns**, with a strong commitment to safety, responsiveness, and maintaining a clean, functional, and welcoming environment for students, staff, and visitors.

This is a full-time, 12-month, benefits-eligible position. While the school calendar guides most operational activity, the Maintenance Technician and facilities staff are routinely required to work during school breaks and holidays to support maintenance, cleaning, repairs, and special projects.

Essential Functions

- Complete daily work orders and check with Facilities Manager on priorities
- Perform minor repairs with AC, plumbing, and electrical systems
- Replace AC filters as part of routine HVAC maintenance
- Handle general maintenance tasks around campus
- Assist with event setup and breakdown as needed
- Once per week, help maintenance coworkers with trash and recycling
- Weekend work available with overtime approved by Facilities Manager
- Respond to maintenance requests and perform preventative maintenance
- Keep work areas safe and up to code

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General Maintenance & Repairs

- Perform routine inspections, preventive maintenance, and minor repairs of building systems, including HVAC, plumbing, and electrical.
- Replace light fixtures, ceiling tiles, filters, locks, and hardware as needed.

Event Support

- Set up and break down furniture and equipment for school events, assemblies, athletic functions, meetings, and other special activities.
- Coordinate with administrative staff to ensure timely and accurate event setup based on provided layouts or specifications.

Facility Support

- Ensure school grounds and common areas are safe, clean, and presentable at all times.
- Respond to maintenance requests and work orders via a computerized maintenance management system (CMMS).
- Maintain accurate records of work performed and materials used.
- Assist custodial and grounds teams as needed during emergencies or special projects.

Safety & Compliance

- Follow all safety procedures and protocols; use appropriate PPE.
- Comply with local, state, and federal building codes and safety regulations.
- Report and address any hazardous conditions or needed repairs promptly.

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Required Qualifications

- HVAC license required
- 3–5 years experience with minor repairs in HVAC/AC, plumbing, and electrical
- Ability to lift 50+ lbs and work on your feet
- Comfortable working events, including some evenings/weekends
- Team player who communicates well and takes direction
- Strong troubleshooting skills and attention to detail
- High school diploma or GED
- Valid driver's license and reliable transportation
- Ability to pass background checks and clearances required for work in K-12 schools

Physical Requirements and Work Environment

- Ability to lift up to 50 lbs and perform physical labor including climbing ladders, bending, standing, and walking for extended periods.
- Ability to work indoors and outdoors in varying weather conditions, including extreme heat and cold.
- May require occasional evening/weekend hours for school events or emergencies.

Compensation & Benefits

- Competitive hourly wage based on experience
- Health, dental, and vision insurance and full benefits package
- Paid time off and holidays and stable year-round work in a small school environment
- Retirement plan options
- Uniforms, tools, and training provided (if applicable)

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School Profile

The Howard School educates students with language-based learning disabilities and learning differences through instruction designed to complement and address each student's individual needs and to help each student understand and advocate for his/her own learning process. The curriculum focuses on depth of understanding to make learning meaningful and therefore, maximize educational success.

The Howard School is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. All applicants will be considered for employment without regard to race, color, creed, religion, sex, sexual orientation, gender identity, national origin, citizenship status, age, pregnancy, disability/handicap, genetic information, uniform service member status or any other protected status in accordance with applicable federal, state, and local laws. veteran or disability status.