

HOLY CROSS SCHOOL

CONGREGATION OF HOLY CROSS IN NEW ORLEANS SINCE 1849

Facilities Maintenance Technician (Part-time or Full-time)

Job Announcement

Position Summary

Holy Cross School is seeking a Facilities Maintenance Technician, a jack-of-all-trades with knowledge of maintenance procedures, basic tools and application, and basic plumbing and electrical.

The Facilities Maintenance Technician will perform maintenance and repair related functions involving furnishings, fixtures, equipment, and property in all campus buildings including but not limited to the dining hall, warehouse, classrooms, gymnasium, and offices.

Candidates must be outstanding problem-solvers with exceptional organizational skills and ability to handle multiple priorities. The Facilities Maintenance Technician is responsible for preserving the excellent condition and functionality of the campus infrastructure and ensuring that facilities are safe and well-functioning.

The position may require evening and weekend work to support all school needs and reports to the Director of Facilities.

Minimum Qualifications

- High school diploma or equivalent; 3rd class engineering license preferred.
- Demonstrated experience as a maintenance worker in commercial buildings or school environment.
- Experience with carpentry, HVAC systems, security systems, and basic electrical and plumbing necessary to complete routine repairs and preventative maintenance.
- Experience troubleshooting and diagnosing equipment failures.
- Must possess and maintain a valid driver's license with reliable transportation.

Primary Duties & Responsibilities

- Perform all maintenance and repair related functions involving furnishings, fixtures, equipment, and property.

- Diagnose and repair electrical issues up (up to 480v) and commercial plumbing systems, including gas fired and electric water heaters and fixtures.
- Oversee all building-related functions including cafeteria, warehouse, office, gymnasium, and classroom spaces.
- Responsible for preserving the excellent condition of infrastructure and ensuring that facilities are safe and well-functioning.
- Monitor facility operations of all systems, including mechanical, electrical, plumbing, HVAC, safety, security, and waste management.
- Respond timely and track work orders for quality, adherence to standards, and budgeted guidelines.
- Assist with custodial services for after-hours and weekend events.
- Conduct periodic quality checks on equipment and systems to identify issues and ensure proper functioning.
- Perform general maintenance tasks including landscaping, painting, and carpentry as needed.
- Follow up with post-completion punch lists, warranty work, etc.
- Assist Director of Facilities in documentation of all regulatory required maintenance records, inspection logs, and repairs.
- Assist Director of Facilities to coordinate and supervise third-party contractors (i.e. electricians, elevator technicians) for specialized repairs, verifying that work is completed to code and company standards.
- Perform other duties as assigned.

Required Knowledge, Skills, and Abilities

- Skilled in the use of hand and power tools.
- Basic electrical and plumbing skills.
- Ability to take apart machines, equipment, or devices to remove and replace defective parts.
- Ability to check blueprints, repair manuals, or parts catalogs, as necessary.
- Strong time management and organizational skills with ability to follow up timely.
- Excellent attitude and communications skills.
- Ability to manage multiple projects simultaneously and prioritize tasks.
- Ability to lift, push, pull and carry a minimum weight up to 50 lbs.

- Ability to stand and walk for extended periods of time, up to eight hours per day.
- Ability to reach above head and shoulder levels.
- Ability to work safely at heights while adhering to all safety requirements.

Compensation

Hourly rate commensurate with qualifications and experience. Full-time employees receive a comprehensive benefits package.

To Apply

Interested and qualified candidates should submit the following materials to hr@hcnola.org:

- Cover letter including salary requirement.
- Current resume
- Professional references

About Holy Cross School

Located in New Orleans, Louisiana, Holy Cross School, traces its history to 1849 and is the only Catholic, PreK – 12th grade, all boys' educational institution in Louisiana. Our development of boys to men centers on our overall educational philosophy in building the whole man: Mind and Heart, Body and Soul. Serving students in grades PreK – 12th grade, the Holy Cross School experience provides character and leadership development, unsurpassed facilities, exceptional arts, unequalled advanced placement opportunities, and a highly competitive athletics program.