CANTERBURY SCHOOL

Maintenance Mechanic

Summary

Canterbury School, a college preparatory, co-educational boarding and day high school located in New Milford, CT, seeks a full-time Maintenance Mechanic to join its Physical Plant Team. The ideal candidate for this role will have the ability to work cooperatively with supervisors, faculty, and staff. They must also possess excellent verbal and written communication skills and be able to follow instructions accurately and efficiently. Candidate needs to be open to training, to enhance existing strengths and learn new skills as needed by the team. They must also be accessible and available in the event of emergencies, or when needed to meet the ongoing needs of the school.

Responsibilities

- Repairs and maintains machinery and mechanical equipment in accordance with manufacturer's specifications
- Regulates steam and hot water equipment, adjusts valves and thermostats
- Troubleshoots HVAC systems
- Locates and corrects defects in plumbing, heating devices, machines, and other trade-related equipment
- Repairs and maintains existing facilities: replacing damaged parts, valves washers, and cleaning traps
- Effectively uses standard tools, equipment, and testing devices of the trade
- Clears stoppages in sanitary or storm drainage systems
- Performs laboring or other semi-skilled duties including drilling, digging, minor roof repair, masonry and carpentry, cleaning of roof gutters, and replacement of missing floor and ceiling tile
- Reports unsafe conditions, buildings, and equipment to Maintenance Supervisor
- Moves furniture and assists plant maintenance with set-ups as requires and requested
- Assists tradesmen when directed
- Performs inspectional duties when directed
- Maintains Plant and work areas in a safe condition at all times
- Other duties as assigned by the Maintenance Supervisor

Position Requirements

- 4 years of experience as a general or trades maintenance mechanic, or graduation from a recognized trade school and two years of experience
- Must possess a valid Driver’s License

- Working knowledge of carpenter shop, power tools, and hand tools affiliated with multiple trades
- Good mechanical aptitude
- Must have the flexibility to carry out shifts assigned by the Maintenance Supervisor. Days, Nights, Weekends, and some Holidays may be required. Maintenance employees must be available for emergencies and possibly snow storms.

Physical Requirements

- Upper body strength to lift up to 50 pounds and carry more than 50 feet
- Must be able to lift up to 60 pounds to waist height
- Lower body strength to stand and walk throughout the day or eight hours shift. This will be on various surfaces to include inclines and non-level surfaces
- Ability to work at heights from a ladder
- Ability to work around or be in contact with items that affect the senses (i.e. cleaning products, paint, and chemicals)
- Needs to be adaptable to varying temperatures and climates encountered indoors and outdoors. Work will include working during snow and rain storms.
- Must be able to work during cold temperatures in the outdoors as it relates to snow removal for extended times.

How to Apply

Interested candidates should provide a resume and cover letter to Ruperto Dala, Maintenance Supervisor, at rdala@cbury.org.

Canterbury School, in the treatment of employees and applicants for employment, is committed to a policy of equal employment opportunity and non-discrimination. To learn more about Canterbury's efforts to maintain a diverse and inclusive community, please visit our website at www.cbury.org/about/dei.