



Maintenance Technician

At Westridge, a forward-thinking independent girls' school for grades 4-12 located in Pasadena, California, students have the space to develop the skills and confidence needed to draft their own extraordinary story. Since 1913, Westridge has been a leader in girls' education, providing an unrivaled learning environment focused on girls' academic and personal development. We balance challenging academics and a focus on leadership with a priority on social emotional wellness. Westridge students develop a strong sense of self and a thoughtful consideration of their responsibilities to others and the world. Throughout its long history, Westridge has remained committed to its pioneering legacy so that each girl rises to her fullest potential and that women collectively rise to gender equity in the fullest sense.

Westridge School is seeking a maintenance technician to work full-time on its campus. The facilities maintenance technician is responsible for supporting the upkeep, repair, and safe operation of building systems, equipment, and grounds under the supervision of the Facilities Manager. This role ensures that all facilities are maintained in safe, functional, and clean conditions to facilitate smooth daily operations.

Essential Functions:

- Conduct routine inspections of facilities to identify maintenance needs for equipment, interiors, exteriors, and grounds.
- Assist with event setup and breakdown, including moving and arranging tables and chairs.
- Perform basic facilities repair tasks such as replacing light bulbs, ceiling tiles, and hardware.
- Support basic plumbing repairs, including clearing drains, fixing minor leaks, and replacing fixtures.
- Respond promptly and professionally to work orders and service requests.
- Maintain cleanliness and organization in mechanical rooms, shop areas, and around tools to ensure a safe working environment.
- Follow all safety procedures, utilize personal protective equipment, and report hazards or equipment issues to the Facilities Manager.
- Perform other facilities maintenance duties as assigned by the Facilities Manager.

Additional Requirements:

- Basic knowledge of hand tools, power tools, and safe work practices in maintenance or construction environments.
- Ability to work independently with minimal supervision.
- Experience in athletic field maintenance.
- Ability to read and follow written and verbal instructions, work orders, and safety guidelines in English.

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):

- Ability to work both indoors and outdoors as required, ability to work at heights and in confined spaces, ability to work extended periods of time both walking and/or standing, ability to lift up to 75 lbs. and the ability to work evenings, weekends, and holidays.

Salary & Schedule:

This is a full-time, non-exempt position. Salary range is \$23.00/hr - \$28.00/hr dependent on experience and qualifications. **Schedule:** Monday- Friday 8:30am to 5:00pm; with flexibility to work different shifts and weekends when necessary.

To Apply

Send cover letter, resume, and references to Jobs@Westridge.org. Include "Maintenance Technician" in the subject line.

Westridge School is an equal opportunity employer. Applicants are evaluated without consideration of race, color, religion, gender, national origin, age, sexual orientation, marital status, disability, veteran status or any other characteristic protected by applicable law. For more information: www.Westridge.org.