



JOB OPPORTUNITY
Villa Maria Academy High School
Malvern, PA

Job Title: Facilities Technician

Position Type & Status: Part-time, 12-month staff (Hourly / Non-exempt)

Reports To: Director of Campus Operations

Location: Villa Maria Academy High School, Malvern, PA

Hours of work: Monday through Friday, 6:00 PM – 10:00 PM (Evening shift; occasional on-call or snow removal outside regular hours as needed)

Villa Maria Academy is a Catholic college preparatory school for girls in grades 9-12, rooted in the charism of the Sisters Servants of the Immaculate Heart of Mary, empowering young women to lead lives of spiritual growth, intellectual inquiry and Christian service.

Position Overview

Villa Maria Academy High School is seeking a qualified, proactive **Facilities Technician** for a part-time evening role. The Facilities Department at Villa Maria Academy plays a vital role in upholding the school's reputation and visual appeal through the ongoing care of campus grounds, maintenance of educational facilities, positive vendor relationships, and exceptional service delivery.

In this role, the technician contributes to overall campus upkeep and operations, carrying out a diverse range of responsibilities that span preventative trade maintenance (HVAC, plumbing, electrical), general repairs, grounds maintenance, and event setups and breakdowns.

Key Responsibilities

- **Ticket System Management:** Promptly and diligently execute work requests and service assignments submitted through the campus maintenance ticket system.
- **Direct Operational Support:** Fulfill task assignments and directives from the Director of Facilities, Director of Campus Operations, school administration, and the IHM Sisters.
- **General Facilities Maintenance:** Perform general repairs and campus maintenance tasks, including carpentry, painting, masonry, mounting fixtures and hanging items, and minor cleaning as required.
- **Event Coordination:** Assist with timely setups, staging, and breakdowns for school events, assemblies, athletic activities, and community gatherings.
- **Mechanical & HVAC Systems:** Regularly inspect, monitor, and service HVAC systems and boilers, including changing air filters and drive belts, oiling motors, and promptly identifying or reporting operational deficiencies.
- **Trade Repairs:** Provide knowledgeable, hands-on general maintenance and repair support across electrical, lighting, and plumbing fixtures and infrastructure.
- **Grounds Maintenance:** Support campus landscaping and exterior care, including mulching, planting, bed weeding, and active snow removal/cleanup during scheduled working hours.

- **Equipment Care:** Help inspect, maintain, and properly operate all school equipment, tools, and vehicles, including pickup trucks, golf carts, commercial lawn gear, and power washers.
- **Communication & Collaboration:** Maintain active communication on and off campus via cell phone, cooperating effectively and courteously with faculty, staff, students, and administration.
- **Campus Safety & Security:** Maintain situational awareness across facilities and grounds; promptly notify superiors, campus administration, police, or emergency services whenever necessary.

Qualifications & Skills

- **Education:** High School Diploma (or equivalent).
- **Trade Experience:** 3 to 5 years of proven hands-on experience in HVAC, plumbing, electrical, or a closely related facilities trade.
- **Technical Competency:** Demonstrated working knowledge of mechanical systems, structural maintenance, and core trades including plumbing, electrical fixtures, and HVAC maintenance.
- **Physical Demands:** Ability to lift up to 50 lbs. regularly. Full physical mobility is required, including extended periods of walking, standing, sitting, driving, and working under adverse physical conditions.
- **Work Environment & Adaptability:** Comfortable and capable working across diverse environments, including outdoor grounds in all seasons and weather conditions, inside noisy mechanical spaces, tight areas, and non-climate-controlled buildings.
- **Licensing & Driving:** Possession of a valid driver's license with the demonstrated ability to safely operate school utility vehicles, pickup trucks, and maintenance equipment.
- **Clearances:** Must successfully obtain and maintain all mandatory federal, state, and Archdiocesan background clearances required for employment in an educational environment.

If interested, download and complete the employment application found on the VMAHS employment page. Please include a cover letter and resume then email all three documents to hrvma@vmahs.org

Inquiring applicants may contact Mr. Zeke Spillane, Director of Campus Operations, at 610-854-6127.