



(The Rev'd) David O. Browder, Rector | Seraphim Danckaert, Headmaster

Maintenance Crew Worker Reports to Maintenance Manager & Director of Facilities

Saint Thomas' Episcopal School employs individuals who are committed to upholding our mission of forming honorable men and women through a classical education grounded in a Christ-centered worldview. All faculty are expected to understand and promote the mission, standards, and policies of the School.

The Maintenance Crew Member is responsible for keeping facility grounds, equipment, and building systems in optimal working condition. This hands-on role involves performing routine preventive maintenance, handling minor repairs, troubleshooting equipment issues, and ensuring a safe, clean environment for staff and visitors.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Routine Maintenance: Perform scheduled preventative maintenance on facility systems, tools, and mechanical equipment.
- General Repairs: Complete basic electrical, plumbing, carpentry, drywall, and painting repairs as needed.
- Groundskeeping & Custodial Work: Maintain outdoor property areas (trash removal, basic landscaping, seasonal prep) and ensure interior common areas remain clean and safe.
- Troubleshooting: Inspect facilities and machinery to diagnose structural or mechanical issues and report complex repairs to leadership.
- Work Order Management: Track, update, and complete assigned work orders accurately and in a timely manner.
- Inventory Control: Monitor tools, supplies, and maintenance equipment, notifying the supervisor when restocking is required.

REQUIRED QUALIFICATIONS & SKILLS

Experience Required: 1–3 years of experience in general maintenance, construction, or facility upkeep preferred.

Classification: Exempt

Skills / Abilities:

- Basic knowledge of plumbing, electrical systems, carpentry, and hand/power tool operation.
- Ability to lift up to 50 lbs, work on ladders or scaffolding, and stand, bend, or kneel for extended periods.



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- Strong problem-solving ability, reliable attendance, clear communication skills, and ability to work independently or in a team.

Compensation and Benefits:

Compensation is dependent upon experience and degree obtained.

Qualified applicants may submit a resume and completed application (available at stes.org) to Jeri Wisdom, Human Resources Director at wisdom.jeri@stes.org.

STATEMENT OF NON-DISCRIMINATION

Saint Thomas' Episcopal Church & School (collectively the "School") prohibits discrimination in employment because of race, color, national origin, citizenship, sex, disability, or veteran status.

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.