JOB DESCRIPTION: Maintenance Worker

Reports to: Facilities Director and Maintenance Lead

Job Goal: Perform multi-craft work to safely maintain and repair the physical structure of Thornton Academy's buildings and may specialize in one or more of the journeyman's areas: carpentry, plumbing, electrical, or HVAC.

Qualifications

1. Evidence of satisfactory experience and knowledge of maintenance and repair of buildings
2. Valid Maine driver's license
3. Ability to follow written and oral instructions, read and understand work orders and building plans, and work with minimal supervision
4. Ability to establish and maintain effective working relations with staff, students, and community members
5. Ability to operate Maintenance Department equipment, vehicles, and other equipment associated with this type of work

Responsibilities

Tasks for this full-time year-round position include but are not limited to:

1. Demonstrating safe work habits, including the proper care and use of all tools, equipment, vehicles, hazardous materials, and observing all established health and safety regulations
2. Working with minimal supervision
3. Demonstrating aptitude or competence for performing basic carpentry, electrical, plumbing, roofing, painting, HVAC, grounds maintenance, mechanical repair, alarm monitoring, troubleshooting and reset, door and door hardware repair, and metal fabrication
4. Performing general mechanical repair and maintenance of vehicles and grounds equipment
5. Installing and repairing machinery, plumbing, physical structure, and fixtures of the school buildings in accordance with blueprints, manuals, building codes and safety regulations; using hand tools and carpenter's, electrician's, and plumber's tools as allowed by state law.
6. Inspecting machinery and mechanical equipment for defects and makes repairs as allowed by state law.
7. Inspecting, diagnosing, installing, repairing and replacing gauges, valves, and other plumbing equipment as allowed by state law
8. Inspecting, diagnosing, repairing or replacing lights and fixtures as allowed by state law.

9. Painting, constructing, and repairing or remodeling areas including basic carpentry, masonry, and drywall using appropriate materials and tools.
10. Receiving and delivering supplies
11. Assembling and/or repairing equipment and furniture
12. Supporting the overall maintenance/custodial and educational program
13. Irrigating and mowing lawn and field areas; maintaining trees, shrubbery, and other grounds and athletic field related work
14. Notifying the Facilities Director or his designee immediately of any maintenance problems or the need for services by an outside contractor
15. Performing other duties and tasks as assigned by the Facilities Director or his designee

Note: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Work Year: 12-month year. Hourly pay and benefits.

To apply, please submit the following:

- Letter of interest
- Current resume
- Completed application form (available for download here)
- Three letters of reference, including contact information for each individual
- Copies of all post-secondary transcripts
    - Unofficial/student-issued transcripts are acceptable for initial application; official transcripts may be requested later.
- Evidence of a current criminal history records check (CHRC) certificate, required by state law

All materials should be submitted electronically to lisa.estabrook@thorntonacademy.org.

If electronic submission is not possible, papers may be mailed via USPS to:

Lisa Estabrook
Thornton Academy
438 Main Street
Saco, ME 04072

Thornton Academy is an independent town academy located in Saco, ME, serving a range of students including both publicly funded local students as well as private day students from towns across the region as well as an international boarding program.

The Thornton Academy Board of Trustees has adopted a non-discrimination policy. Thornton Academy considers all applicants without regard to race, age, color, ancestry or national origin, religion, gender, gender identification, sexual orientation, physical or mental disability, marital, veteran, or any other legally protected status.