



Job Description

Job Title: Facilities
Maintenance Associate

Position Type: Full-Time - NE
Work Hours: 7:30 – 4:00 (M – F)

Reports to: Facilities
Manager

Department: Operations

Job Summary:

The Facilities Maintenance Associate reports to the Facilities Manager. This hourly nonexempt position is responsible for assisting in the maintenance and overall repair duties of the school typically including painting, small repairs, lifting larger cleaning or maintenance equipment and shampooing carpets. Incumbents in this position are required to assist in maintaining the overall daily upkeep of the school facilities. The Facilities Maintenance Associate must be reliable and dependable.

Duties and Responsibilities:

- Must be timely and dependable – able to be at school and clocked in by 7:30 with a full day schedule ending at 4:00 p.m. with a 1 hour unpaid break per day.
- Assist in the daily facility maintenance under the direction of the Facilities Manager.
- Assist in set up and breakdown at school events.
- Cleaning of carpets.
- Assist in the repairing of various areas, as directed by the Facilities Manager.
- Implement relevant tasks as instructed by the Facilities Manager.
- Prioritize assignments to complete work in a timely manner
- Work independently and follow through on assignments with minimal direction

Required Skills/Abilities:

- Excellent customer service skills.
- Excellent work ethics.
- Experience repairing small jobs and using equipment and supplies.
- Ability to be agile and flexible regarding duties and responsibilities
- Ability to work effectively in a diverse work group environment
- Excellent team skills

Education and Experience

- High School diploma, preferred.
- Must be able to pass background check.

Physical Requirements

- Prolong bending, standing, walking and lifting