



Facilities Technician **JOB DESCRIPTION**

Employment category:	Staff
Full/part time:	Full Time
Work year:	12-month
FLSA status:	Non-Exempt
Supervisor:	Facilities Director

The Facilities Technician works as a member of a team to create a healthy, safe, and clean school environment. Duties include, but are not limited to, maintaining the mechanical equipment in all buildings in peak operating condition, tending to mechanical emergencies, performing routine maintenance activities, notifying management of need for repairs, setting up and breaking down for events, general landscaping, cleaning snow or debris from sidewalks and parking areas, and responding to general maintenance and clean-up needs on campus in a courteous, timely and efficient manner.

Overview of Responsibilities

Facilities Repair and Maintenance

- Complete preventive maintenance on mechanical equipment.
- Maintain electrical and mechanical systems per manufacturers' recommendations.
- Maintain records of all preventive maintenance operations and equipment repairs.
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
- Problem-solve and respond timely to mechanical emergencies.
- Perform general carpentry repairs such as painting, plastering, hanging shelves, etc.
- Assist in the installation of wall and ceiling fixtures, including for example white boards, projectors, and cork boards.
- Conduct ongoing inspections of campus equipment and fixtures and notify managers concerning the need for repairs, including building operating systems.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks.

General Cleaning and Maintenance

- Rake leaves, mow and trim lawns, fields and shrubbery, using hand rakes, mowers, blowers, hand and power trimmers, and clear debris from grounds.

- Remove snow from sidewalks, driveways, and parking areas, using snowplows, snow blowers, and snow shovels, and spread snow-melting products.
- Respond to general maintenance and clean-up requests on campus in a courteous, timely and efficient manner.
- Clean classrooms, restrooms, and offices as needed.
- Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment.
- Drive vehicles required to perform maintenance work, including vans, industrial trucks, or landscaping equipment.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors, fixtures and personnel.
- Requisition supplies and equipment needed for maintenance duties.

Event Oversight and Preparations

- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as assemblies, banquets and meetings.
- Assist with vehicle parking and maintenance oversight during special events and on campus functions, including after-hours, as needed.
- Direct vehicular traffic during drop-off, dismissal, and special events.
- Each member of the facilities team will be responsible for working various special events throughout the school year and work schedules will be adjusted accordingly.

Safety & Security

- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance(s) to ensure that hazards are not created.
- Assist in the performance of campus safety and security drills.
- Respond to e-mails, texts and phone calls in a timely manner and report to work for an event of emergency (including snow) at such times as directed by the Facilities Manager or his designee.

Other Requirements:

- Perform such other maintenance and janitorial responsibilities as directed by the Facilities Director or Director of Finance and Operations.
- Be a positive and helpful member of The Peck School community who upholds our shared standards of behavior at all times.
- Communicate professionally with all members of The Peck School community at all times.
- Obtain medical physical annually.
- Have a Driver's license in good standing.
- Local proximity to campus a plus.
- On-call 24/7 availability.

Qualifications

- Minimum of two-year experience in maintenance, repair, and operation of electrical, mechanical, plumbing, and HVAC systems.
- Comprehensive knowledge of the methods, tools, and equipment used in the plumbing, electrical, and painting trades.
- Experience using a Building Management System preferred
- Must have good manual dexterity, mechanical aptitude, ability to analyze and solve problems, and work effectively without constant supervision.
- Must be a team player.
- All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test and a criminal background investigation which involves fingerprinting.

Please respond via email to mzulla@peckschool.org with the following documentation:

- 1. In the subject line of the email, use the following format:
LastName_PeckFacilitiesTech**
- 2. Attach cover letter**
- 3. Attach resume**
- 4. List contact information for (3) references. References will be contacted if considered as one of the top candidates for the position.**