Title: Maintenance/Grounds Person

Department: Operations

Reports to: Manager of Maintenance and Security

Purpose/Objective:
To perform maintenance and repair for all campus buildings, i.e., installation, maintenance, and repair of building hardware. Responsible for the set up and break down of all necessary equipment (chairs, tables, stages, etc.) for all events and meetings. Serving as the Security Liaison to the campus during the evening hours. Also responsible through the Operations Managers for assisting in maintaining campus grounds, installation of new landscape designs, maintenance of athletic fields and removal of snow and/or ice from the campus roads and walkways.

Major Responsibilities:

- To perform general school requirements including the coordinating and directing of set-ups and dismantling of school related functions and meetings. Sometimes including after school, evening, and weekend set ups.
- To assist in the installation, maintenance/repair of doors, hardware, windows, floors, ceilings, light fixtures/bulbs, etc. as it relates to the maintenance of a school facility Distributing supplies as needed
- Oil, grease, replace belts and filters in machinery on campus. Especially concentrating on offices that are normally occupied during standard business hours.
- Install and maintain door hardware and assist in making keys and cores and maintaining the inventory.
- Learn to assist in the operation of the Building Management Systems (i.e., Andover Controls, CCure, Encellium Lighting Controls, etc.)
- Ability To use hand tools/equipment (i.e., shovels, plows, tractors) to remove snow and ice from stairs, walks, ramps, drives and parking lots
- Able to operate salt spreaders or tractors to remove snow and ice from walks, roadways, and parking lots
- Perform nightly security rounds, checking boiler rooms, mechanical spaces, etc. Making sure all exterior doors are closed before the end of the shift. Carry the Security Phone during the shift to be able to respond to any after hour needs.
- Willing and able to go to school to acquire licenses and training to perform necessary tasks. (Lead License, chemical license, asbestos abatement training, heat systems and equipment training)
- To perform all other related work as required.

Scope:
Event set ups, general maintenance and grounds work are based upon the school, athletic, and facilities calendars with limited supervision from Maintenance manager. The tasks and duties performed are in support of the various services provided by the Maintenance/Operations Department.

Working Relationships/Contacts:
Interacts with virtually every area of campus life. A professional relationship supportive of Maintenance/Operations objectives are very essential. The ability to work individually and as a team member.

Requirements:

Education:
High School Graduate or equivalent (College Degree preferred).

Experience:
Two or more years of specialized training in building maintenance.
Skills, Knowledge or Competencies:

Ability and skill to safely operate machinery used in maintenance, e.g., hand tools, power tools, hydraulic lifts, ladders, pick-up trucks with plow attachments and salt spreaders. Must be able to use a computer for work orders, e-mails, and BMS. Ability to interact effectively with supervisors and campus personnel. Must possess a valid driver’s license. Ability to drive a truck hauling a trailer. Skilled in the use and maintenance of hand and power tools and equipment is required. Install tables, chairs, sound panels, stages, operate retractable seating/flooring for school setups as necessary. Ability to observe and practice good working habits and maintain security of buildings and systems. Ability to follow through and carry out assignments. Ability to obtain and maintain an RI Asbestos Competent Person License. Strong ability in general maintenance of school buildings. Ability to use computers for work orders, e-mails, etc. Must have a valid driver’s license.

Working Conditions:

Required to work outside in all types of weather. Some hazards exist related to working with machinery. Lifting of heavy objects.

Yearly Schedule: Fiscal Year

- Sunday _____ to _____________

Monday 2:30pm to 11:00pm
Tuesday 2:30pm to 11:00pm
Wednesday 2:30pm to 11:00pm
Thursday 2:30pm to 11:00pm
Friday 2:30pm to 11:00pm
Saturday to _____

Includes working on Holidays falling on scheduled workweek. Also includes working on weekends, some mandatory.

Notification of Absence/Tardiness required

Classification: Full Time

Emergency Weather Requirement: Essential (Required to work).

Apply Here: https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=4237966