



JOB DESCRIPTION

JOB TITLE: Maintenance Technician: Carpenter/Painter
DEPARTMENT: Facilities
FLSA STATUS: Non-Exempt
HOURLY PAY RANGE: \$18-\$28/hour

REPORTS TO: Facilities Director and Assistant Headmaster Business Services/CFO

SUMMARY: Provide preventive and predictive maintenance tasks and repairs for most building parts and their furnishings. Some demolition and construction work as needed.

Major Responsibilities/Activities:

- Conduct routine and preventative maintenance, lead minor renovation projects, and assist with major building renovation projects.
- Repair or install doors and associated hardware, windows, stairs, shelves and cabinets.
- Routine campus wide painting of both interior and exterior spaces.
- Outdoor projects including concrete work, fencing, landscaping, etc.
- Record and report defects or deficiencies to the appropriate personnel/supervisor.
- Keep detailed project records and work orders and produce reports as required.
- Complete repairs in a timely, efficient manner. Communicate progress with Facilities Director daily.
- Operate within all applicable worksite safety specifications, adhere to State codes and regulations, and follow job specifications and procedures.
- Must be able to communicate effectively and professionally to correctly diagnose problems, relay information, and carry out instructions.
- Attend technical training courses as required and apply new knowledge to the job.

Schedule set by the Facilities Director and/or Custodian Supervisor. The first shift is scheduled between the core hours of 6 AM – 6 PM to cover normal business operations. Weather, special events or emergencies may require working outside of core business hours. The Facilities Director and/or Custodian Supervisor reserves the right to assign or reassign first, second or third shift assignment.

The Academy administration reserves the right to assign or reassign duties and responsibilities to this job at any time.

Minimum Requirements:

- Proficient in all skills necessary to support facilities requirements. Computer proficiency is desirable.
- Comply with any applicable standards, policies, and procedures, including safety procedures, state standards, and Academy policies and practices.
- Must be able to work independently or as a team to accomplish a given task
- Willing to accept off-hour calls and overtime.
- The ability to work on ladders, rooftops, staging, lifts, and in tight locations. Must be able to tolerate work in high places and confined spaces.
- The ability to drive any Academy equipment as needed, maintain a clean driving record, and hold a valid driver's license is required.
- Must be able to tolerate reasonable variations in outside temperature and weather conditions.
- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

Education and Experience: A High School Diploma or its equivalent required; five-to-six years related on-the-job experience and/or informal training with experienced workers preferred. Training in a vocational school or an associate's degree is a plus.

Essential Physical Functions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Lifting and moving requirements include the ability to move, lift, and manage equipment and materials that are common to this trade, as well as other items as required with weights up to 80 pounds. Some movements may be repetitious, and some work may be physically demanding such as digging trenches to lay conduit.

- Dexterity of hands and fingers to operate a variety of mechanical and electrical equipment and tools.
- Standing and walking for extended periods of time.
- Clarity of vision at varying distances to perform custodial duties.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Lifting, carrying, pushing, and pulling objects(s) weighing up to 80 pounds.
- Frequent bending, kneeling, crawling, and crouching.
- May be required to work in restricted spaces, from a prone position, and/or under difficult lighting and access conditions.
- Noise level may be high when operating power equipment.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from heights, as necessary.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some overtime or weekend work may be required. Occasional travel may be required for which private means of transportation must be available.

- Indoor/outdoor environment subject to changing temperatures exceeding 90° or -25° Fahrenheit • Regular exposure to fumes, dust, odors, and loud noises.
- Exposure to cleaning agents and chemicals such as disinfectants, graffiti remover, floor stripper, floor wax, paint or paint thinner, propane.
- Direct contact with student body, faculty, and staff, and public.
- May have some work on ladders, scaffolds or lifts at varying heights.

Hazards:

- Working with chemicals, tools, and powered machinery.
- Risk of electrical shock.
- Possible contact with blood borne pathogens and/or bodily fluids.

CONDITIONS OF EMPLOYMENT***REQUIRED POST-OFFER/PRE-EMPLOYMENT SCREENING:***

To assure the well-being of employees in maintenance positions, we require and cover the cost of preemployment screening. The essential functions of this job, as stated above, require manual lifting and pushing and pulling that requires strength. Our job offer is contingent upon the prospective employee completing the preemployment fitness screening. Failure to successfully complete all phases of pre-employment testing may result in a withdrawal of the conditional offer of employment.

ADDITIONAL COMMENTS: Facilities team must wear SJA facilities branded work clothes. The Academy provides the employee with an annual stipend to spend and offset the expense of purchasing such clothing.

BACKGROUND CHECK AND FINGERPRINTING: The Academy conducts criminal and motor vehicle record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. The job offer is contingent upon satisfactory completion and maintenance of our

background and Child Abuse Registry reporting, and acceptance of our Non-Discrimination and Anti-Harassment Policy.

I acknowledge that I have read and understand the above position description in its entirety, and I am capable of performing all of the stated requirements and essential functions as outlined. If I have any questions about the duties and responsibilities that I am asked to perform, I should discuss them with my immediate Manager, Department Chair or Human Resources Director.

I have discussed any questions that I may have had about this position description prior to signing this form.

Employee Signature

Date