MAINTENANCE ASSISTANT
MERCY HIGH SCHOOL, BURLINGAME

Department: Operations and Maintenance
Reports to: Director of Facilities
FLSA Status: Non-Exempt
Prepared Date: January 29, 2020

Position Summary And Responsibilities: Works closely with the Director of Facilities and Maintenance to coordinate day to day maintenance needs of the school. The job is a full-time, salaried-exempt, fully benefited, 12-month position reporting to the Director of Facilities and Operations.

Responsibilities include, but are not limited to: Planning, organize, and execute timely response to facilities requests. • Help perform preventive maintenance and repair work in an historic building • Research alternatives and make suggestions to streamline operations. Work with the Director of Facilities and Custodial supervisor to coordinate facilities projects and order necessary materials, etc. • Coordinate projects around school calendar including supporting third party facility rentals as well as after school, weekend, and summer programs.

Qualifications •

This position requires superior interpersonal skills and the ability to work well with a diverse group of individuals. Good written and communication skills are necessary as well as the ability to multi-task.

Knowledge of common building hardware such as locks, doors, door openers, lavatory fixtures, lighting fixtures and equipment, basic plumbing, electrical, appliances and light construction.

Strong writing skills to prepare a variety of correspondence, reports, policies and procedures, and training documents. • Good computer skills and familiarity with MS Office suite.

Ability to obtain, understand, and give adequate consideration to others’ priorities, opinions, and concerns, is able to work with a diverse constituency and staff.

Should be a self-starter and have the ability to work independently and as part of a team.

High integrity and accountability; exceptional attention to detail and accuracy.

Positive attitude. • Team player with the ability to take and give clear instructions. • Reliable, responsible, and safety-minded. •

Demonstrated expertise and experience with at least 5 years of hands-on campus, facilities, and operations experience. The physical ability to supervise and/or personally perform any and all facilities and operations related tasks on/across a multi-story, multi-building, multi-level, campus.

Must be willing and able to climb ladders and work in areas that are difficult to maneuver through (such as attics and crawl spaces). Must be capable of lifting objects as heavy as 50 pounds.
Environmental Conditions: Exposure to high temperatures, seasonal changes, lubrication agents, dust, hazardous materials such as swimming pool chemicals, loud or unpleasant noises. May be exposed to cramped working spaces and areas/tasks where caution must be exercised to insure safety.

Background/fingerprint check required. • Must have valid driver's license.

Send resume to Darrell Justus, Director of Facilities, Mercy High School, Burlingame djjustus@mercyhsb.com. No phone calls.