



Maintenance & Facilities Technician

Full Time. FLSA: Non-exempt

Description: The Maintenance & Facilities Technician performs inspections, maintenance, and repairs to ensure that all students, staff, and the community are provided a safe, attractive and clean, and healthy environment for learning and work.

Reports to: Facilities Director

Duties & Responsibilities:

- Performs general maintenance and repair tasks on buildings, grounds equipment, and school vehicles in accordance with all applicable codes and regulations.
- Performs general landscaping and grounds work.
- Performs only that maintenance, grounds and repair work that do not require a license; or performs maintenance, repair, and grounds work under the direct supervision of a licensed technician.
- Performs custodial duties including, but not limited to trash removal, accident clean up, etc.
- Recommends repairs or procedures that are beyond the scope of responsibilities, skill, or experience; outlines the work needed and specifications required of an outside contractor.
- Ensures all school buildings are able to safely open and function during school hours
 - Removes snow and ice by shoveling, plowing, and/or sanding walks, driveways, parking areas, and steps.
 - Ensures that all applicable fire, safety, health, and environmental regulations and laws are observed and exceeded.
 - Immediately reports any damage or vandalism to facilities, or theft of equipment.
- Properly maintains all work tools and equipment.
 - Performs regular inspections of equipment and systems, reporting any abnormalities and hazards immediately.
 - Maintains an adequate supply of parts and supplies usually used in repairs, and requests needed supplies through the established PO process.
- Makes recommendations for improvement in the effectiveness and efficiency of facilities.
- Notifies and assists in the ICS System when an emergency and/or potentially dangerous or unusual situation occurs.
- Attends required meetings and serves, as appropriate, on committees.
- Protects confidentiality of records and information gained as part of exercising professional duties.
- Displays an ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
- All other duties as assigned.

Requirements:

- Ability to protect confidentiality of records and information gained as part of exercising professional duties.
- Ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.

- Experience in operating a variety of equipment including tractor, lawn mower, weed trimmer, snowblower, snow plow, sander, chainsaw, and small hand tools.
- Motivated, energetic, detail oriented, reliable and enjoy working outdoors.
- Ability to multitask and work well with minimal supervision.
- Ability to climb stairs, bend, kneel, and reach as needed to complete tasks.
- Ability to lift up to 50 pounds occasionally.
- Ability to pass a background check (including fingerprinting).
- Valid NH driver's license.