

Building Maintenance Technician

Villa Angela - St. Joseph High School
Facilities Services - Cleveland, Ohio

This is an exciting opportunity to be part of a team committed to supporting and implementing **Villa Angela St. Joseph High School's** vision and mission. Under supervision from the Director of Facilities, the Building Maintenance Technician will perform and assist with specialized and technical duties to maintain and repair the facility's building, grounds, and equipment, ensuring timely execution of all repairs and maintenance to keep the buildings, grounds, and equipment clean, orderly, safe, and operational. This position requires, at a minimum, general working knowledge of grounds-keeping, plumbing, carpentry, electrical work, and vehicle maintenance. This individual must possess prioritization and time management skills and demonstrate a strong sense of service excellence and teamwork, showing respect and support for fellow teammates, students, faculty, and staff.

Reports to: Director of Facilities

Classification: Non-Exempt, Full Time - 40 hours per week plus Overtime

Essential Duties and Responsibilities:

This is a general representation of the key duties and responsibilities required of this position. Other duties may be assigned as needed.

- Performs a variety of general grounds keeping functions (e.g., maintaining fields and courts, snow removal and ice treatment of sidewalks and walkways, removal of trash and debris) for the purpose of maintaining safe and attractive areas for all school activities
- Performs basic building repairs, i.e., LED/light bulb replacement, replace or repair urinal and toilet fixtures, plunge or snake sinks and toilets, replace or repair interior and exterior door hardware (lock sets and closers)
- Ensure day-to-day operations, including coordinating with colleagues to ensure proper setup for daily activities and events, including set up and breakdown furniture (tables, chairs, and other items such as coliseum bleachers) for meetings and sporting events at the school
- Performs all tasks in a safe and orderly manner to ensure a safe environment for students, staff, and the facility, completing duties using safe working habits and providing for the safety of other personnel while performing repairs and maintenance.
- It is possible that at times it may be required to perform indoor and outdoor building cleanliness, including a variety of janitorial duties, i.e., proper disposal of trash, sweeping, mopping, vacuuming, and operating floor cleaning equipment, etc.
- Regularly and proactively inspects facilities and equipment; identifies and reports situations where repairs and/or maintenance may be needed
- Maintains and monitors HVAC systems (where applicable)
- Ensure boiler systems are operating properly
- Performs general painting and drywall repair
- Performs other duties as requested by the Director of Facilities or delegated individual.
- Works collaboratively with other staff members to ensure cleanliness and proper maintenance of the school's assets and facilities
- Ability to work extended days, evenings, and weekends periodically, as needed

Qualifications and Experience:

- High school diploma or equivalent preferred
- 1+ years of facilities maintenance experience, experience with HVAC and boiler systems, and experience in a school environment are a plus.
- Must be able to clear Ohio BCI and FBI background checks specific to schools
- Must have general knowledge of carpentry, plumbing, electrical, and HVAC.
- This position requires the following physical demands: significant lifting, carrying, pushing, and/or pulling (up to 50lbs), frequent climbing (ladders, scaffolding) and balancing, significant stooping, kneeling, crouching, and crawling, movement of furniture, tables, and chairs, and significant fine finger dexterity

- Able and willing to do what it takes to get the job done, even if it is not directly related to your job description
- Strong sense of being a team player and possesses a positive attitude
- Must have working knowledge of building systems
- Must be able to read and understand repair manuals and blueprints
- Experience with power equipment and hand tools
- Understanding and appreciation of school safety practices
- Must have a valid State of Ohio Driver's license
- Must have competent oral, written, and interpersonal communication skills
- Ability to manage multiple complex tasks
- Basic knowledge of construction, repair, and maintenance procedures
- Proficiency with repair tools, proper use, and techniques
- Detail-oriented, able to multitask, and remain flexible to the changing needs of the school and our many constituencies
- Ability to follow verbal and written instructions
- Must be flexible and have the ability to prioritize tasks
- Ability to work independently without direct supervision
- Appreciates that the school is driven by its Catholicity, which focuses on the highest level of ethical, moral, and social behavior of its students, staff, and volunteers
- Regular and reliable attendance is essential to the position
- This position works both indoors and outdoors. Must be able to work in various weather conditions as required
- Snow plow experience is a plus

COMMITMENT:

- Full-time with overtime
- Monday - Friday 1:00 pm to 9:00 pm (Actual start/end times may vary and can be discussed)

To Apply

Submit resume, cover letter, and completed [Diocese of Cleveland Employment Application](#) to Administrative Assistant to Principal, Mrs. Sharon Taraska at staraska@vasj.com.