



HANDYMAN/ ASSISTANT DIRECTOR OF MAINTENANCE AND FACILITIES

MERCY HIGH SCHOOL, BURLINGAME

Department: Operations and Maintenance

Reports to: Director of Facilities

FLSA Status: Non-Exempt

Prepared Date: November 2, 2022

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 part-time, 12-month position reporting to the Director of Facilities and Maintenance.

Responsibilities include, but are not limited to:

- Planning, organizing, and executing timely responses to facilities requests.
- Help perform preventive maintenance and repair work in an historic building
- Research alternatives and make suggestions to streamline operations.
- Work under the leadership of the Director of Facilities and Maintenance to coordinate facility projects and order necessary materials, etc.
- Coordinate projects around the school calendar including supporting third party facility rentals as well as after school, weekend, and summer programs.
- Performs repairs and maintenance when necessary
- Delegates work and responsibility to maintenance crew and supervises their work, empowering them to effectively manage their duties
- Follows established safety policies and procedures
- Keeps current in the theory and practice of Facilities Management, and participates in regular professional development
- Performs other duties as assigned by the Head of School and Director of Facilities and Maintenance

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 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 3 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.

Any offer of employment is dependent upon successful completion of Livescan background check TB test results, and COVID vaccination. Hourly pay is \$25-30/ hour depending on experience.

Send resume to Lynn Beal, Administrative Assistant for the Head of School, Mercy High School, Burlingame lbeal@mercyhsb.com No phone calls.

STATEMENT OF NON-DISCRIMINATION

All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with

criminal histories. (Administrative Handbook #4111.4)