

The Vanguard School seeks a **Facilities Technician** to join our facilities team. The Facilities Technician works under the direction of the Director of Facilities. The Facilities Technician is a 12-month full-time hourly position that will include some overtime when necessary

SUMMARY: Assisting with the day-to-day operation and maintenance of all school buildings by performing a wide variety of semi-skilled building maintenance and repairs which includes but are not limited to light construction, painting, carpentry, plumbing, custodial support, grounds work, furniture moves, A/C units, Lift Station, Dormitory and mechanical upkeep. Other duties include assisting with all school-related event set-ups and ensuring proper breakdowns, keeping inventory, and stocking adequate maintenance materials or equipment, in addition to bus, kitchen, and other emergency operations. Must have the ability to work unsupervised, independently, and in a team environment. Regular working hours are from 8:00 am to 4:30 pm, Monday thru Friday. Occasional activities such as weather conditions, emergencies or dorm/housing/cafe/plumbing issues may require your attendance outside of regular working hours. These demands must be satisfied as part of your job duties.

JOB DUTIES:

- General maintenance and upkeep of a 77-acre campus containing educational buildings and residential housing units.
- Manage specific requests and emergencies from classroom teachers and boarding faculty daily.
- Maintenance and upkeep of all school vehicles and equipment (such as vans, trucks, lawnmowers and golf carts)—cleaning, oil change, gas, and inspections.
- Assist Care Team with the inventory of the cleaning supplies and equipment; Organizing and stocking all ordered supplies after delivery.
- Complete minor HVAC, plumbing, carpentry, painting, mounting, furniture assembly, electrical maintenance, and repair projects.
- Prepare for school events by setting up tables, chairs, and displays.
- Maintain various systems, including HVAC, fire alarms, and sprinklers.
- Perform weekly landscaping duties such as:
 - Mowing, weeding, planting, and trimming lawns
 - Mulching
 - Equipment repair

- Receive and distribute deliveries.
- Experience with hand and power tools.
- Experience with landscaping machinery.
- Repair and maintain any minor broken furniture in classrooms, dorms, housing units and offices.
- Continually be alert for any safety issues, repair needs, cleaning needs, etc. and report those needs to the Director of Facilities.
- Ability to receive direction and work effectively and independently with a wide variety of people and maintain professional relationships with other employees, students and contractors.
- Be a team player and capable of working in a team environment to accomplish the task at hand.

Occasional activities such as social events, hurricanes, storms, weather conditions, school owned homes and dorm emergency repairs may require your attendance outside of regular working hours. Be on 24 hour call two weeks a month. These demands must be satisfied as part of your job duties.

MINIMUM REQUIREMENTS:

- All Vanguard employees must clear a criminal background check.
- High School Diploma or equivalent.
- Must have a valid driver's license.
- 2 years of facility maintenance/repair experience preferred.
- Training or experience in a skilled trade is preferred.
- Lock up all building doors before leaving at the end of the day.
- Collect trash and recycling from outdoor trash and recycling bins. Replace filters on air purifiers and HVAC systems.
- Self- starter with good time management skills.
- Comfortable working both independently & with other team members.
- Strong communication skills.
- Ability to support multiple projects & changing priorities.
- Ability to perform minor electrical, plumbing & general repairs.
- Ability to ascend & descend a ladder to perform maintenance duties.
- Basic knowledge and experience of appropriate safety techniques to conduct work in a safe and responsible manner, such as use of circular saw, chainsaws, lawn care machinery.
- Ability to meet deadlines and adapt to changing work priorities and interruptions.
- Ability to work in a sometimes physically demanding job that includes walking & standing for extended periods of time & occasional heavy lifting (50lbs +).
- Must possess basic computer skills.
- Must be available for weekend & evening school emergencies.

- Competence in the specific skills required to perform the duties listed above, including operating and maintaining equipment used in industrial cleaning, the use and maintenance of common tools such as drills and power tools, and basic carpentry skills.
- The above referenced position summary is a guideline designed to present an overview of the job duties and is not intended to be a comprehensive list.
- Perform other duties as assigned.

Physical Requirements:

- Able to lift 50 pounds
- Standing for extended periods of time
- Must be able to work on a ladder
- Working under a variety of weather conditions
- Walking up and down stairs several times per day
- Stooping, bending, reaching and kneeling
- Ability to work in both indoor and outdoor conditions in inclement weather and in hot and cold conditions.

Qualifications:

- High School Education
- Driver's License to drive and operate Inly School vehicles
- Legal to work in United States (CORI SORI, Fingerprints, background check, and valid W9)