



Title: Maintenance Worker

Reports to: Facilities Manager

The job of the general Maintenance Worker at The Grosse Pointe Academy was established for the purpose/s of providing maintenance services as needed and/or assigned; assisting in a wide variety of maintenance activities; addressing immediate operational and/or safety concerns; assisting skilled trades; and ensuring that tools, materials and vehicles are maintained in good working order and are available at the job site as needed.

This position is a full time position based on a 40 hour work week. Paid sick, personal and holidays with two weeks vacation after 1 year of employment. To apply, send letter of interest to: Human Resources at hr@gpacademy.org.

Duties/Responsibilities:

- Maintains GPA buildings and grounds areas as needed and/or assigned for the purpose of providing an effective working/learning environment, preventing damage and/or limiting liability exposure. Includes, but not limited to: snow removal, grass cutting, landscaping, clean up of classrooms, restrooms, and school buildings when cleaning staff is not present.
- Arranges furniture and equipment for the purpose of providing adequate preparations for school activities and special events.
- Performs a wide variety of general and semiskilled maintenance activities (e.g. carpentry, painting, electrical, etc.) for the purpose of completing projects within established time frames.
- Repairs furniture and building system components for the purpose of ensuring a safe working condition.
- Installs system component parts, classroom and office equipment and facility components (e.g. lighting, heating and ventilating systems, alarms, plumbing, security, electrical panels, etc.) for the purpose of providing a safe and workable environment.
- Maintains assigned vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.
- Assists skilled maintenance workers with projects (e.g. transporting and/or securing materials, completing specific tasks, etc.) for the purpose of completing projects in a safe, efficient manner.
- Coordinates with skilled tradesmen and/or assigned supervisor(s) for the purpose of completing projects and work orders efficiently.
- Prepares written materials (e.g. repair status, activity logs, etc.) for the purpose of documenting activities and/or conveying information.
- Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

- Participates in school meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions. (OSHA training, etc.)
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the school campus and grounds.

Expectations

- Reports to work each day and on time, and works extra hours when needed.
- Employee must comply with proper safety policies and procedures as required (i.e. when using cleaning chemicals, reporting incidents, etc).
- Provides excellent level of customer service to both internal and external customers.
- The employee must be able to determine the neatness, accuracy and thoroughness of the work assigned.

Skills/Qualifications

- High School Diploma/GED Equivalent
- Ability to read, write, and interpret the English language
- Willingness to learn
- Ability to perform all essential duties and responsibilities in a safe, ethical manner
- Reliable and well organized
- Enthusiastic, professional, and positive work attitude
- Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in skilled trades, power and hand tools, etc., adhering to safety practices, handling hazardous materials, and planning and managing multiple projects.

Physical Requirements and Work Environment

- Frequently lift equipment and materials weighing 50 pounds or more.
- Crawl, climb ladders, twist, turn and reach in completing a variety of job duties.
- Work outside in hot or cold conditions for extended periods of time.
- Work in wide variety of environments as found in all areas of the school.