
Job Description

The job of the general Maintenance Worker 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 job reports to the Facilities Manager.

Work Schedule:

This is a benefit eligible, year-round, full-time position based on an average 40 hour work week. This position is on the afternoon shift and evening hours are required due to special school events and faculty/staff meetings throughout the school year.

Job 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

Arranges furniture and equipment for the purpose of providing adequate preparations for school activities and special events

Performs a wide variety of general and semi-skilled 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 safe working conditions

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 the 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.)

Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns

Cleans/maintains school facilities such as classrooms, restrooms, hallways, entrance doors, entryways, offices, floors, desks, chairs and walls and may include scrubbing, sweeping, vacuuming, mopping, dusting and waxing

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit

Expectations:

Reports to work each day and on time, and works extra hours as 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

Employee must be able to determine the neatness, accuracy and thoroughness of work assigned

Physical Requirements and Work Environment:

Ability to frequently lift equipment and materials weighing 50 pounds or more

Ability to crawl, climb ladders, twist, turn and reach to complete a variety of job duties

Ability to work outside in hot or cold conditions for extended periods of time

Work in a wide variety of environments as found in all areas of the school

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 projects.

The successful candidate must provide a required fingerprint clearance.

To apply, send letter of interest and resume to hr@gpacademy.org

Job Type: Full-time