

ELK COUNTY CATHOLIC HIGH SCHOOL/ST. MARYS CATHOLIC MIDDLE SCHOOL

ASSISTANT MAINTENANCE DIRECTOR POSITION

JOB DESCRIPTION

Purpose: Elk County Catholic High School, a member school of the Elk County Catholic School System, has an opening for a full-time Building and Grounds Maintenance Worker. The Buildings and Grounds Maintenance Worker maintains school buildings and grounds in top condition to ensure full and productive use of facilities. To accomplish these tasks the Buildings and Grounds Maintenance Worker must work closely with the staff and administration and reports to: Buildings and Grounds Supervisor

Payment Rate: Salary Schedule

Hours: 40 Hours Per Week Year Round

Qualifications:

1. High School diploma or equivalent.
2. Experience in building and grounds operations.
3. Desire to continue career improvement.
4. Familiarity with computers and software relating to maintenance and inventory.
5. Ability to read chemical labels.
6. Ability to read material safety data sheets
7. Ability to initiate and complete work orders.
8. Have a valid driver's license, be able to drive, and qualify under the school system's insurance carrier when driving a school vehicle.

Essential Functions:

1. Maintain school buildings and grounds in top condition to ensure full and productive use of district facilities.
2. Ensure that all activities conform to school guidelines.
3. Communicate effectively with all members of the school system and community.
4. React to change productively and handle other tasks as assigned.
5. Appropriately operate all equipment and machinery as necessary.
6. Assist in snow plowing and snow removal.
7. Assist in athletic field maintenance and lining.
8. Support the value of an education.
9. Support the philosophy and Catholic Identity of Elk County Catholic School System

Physical Requirements/Environmental Conditions:

1. Requires prolonged sitting or standing.
2. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.
3. Requires stooping, kneeling, crawling, bending, turning, and reaching.
4. Requires climbing and balancing.
5. Must work indoors and outdoors year-round.
6. Must work in noisy and crowded environments.
7. Must work in and around dust, fumes, and odors.
8. Must be able to drive a mechanical vehicle.
9. Must be able to work in high places.

General Responsibilities:

1. Assist in maintaining school buildings and grounds in top condition.
2. Assist in promoting the safety, health, and comfort of students and employees in school buildings and grounds.
3. Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects.
4. Perform preventive maintenance, repair, and installation in connection with: a. electrical, plumbing, and HVAC systems. b. exterior and interior of buildings. c. school grounds.
5. Move equipment and materials within and between school buildings.
6. Work overtime when emergencies arise in order to prevent disruption of the schools.
7. Act as a substitute custodian when necessary.
8. Observe district policies at all times.
9. Keep abreast of new information, innovative ideas and techniques.
10. Adhere to all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
11. Other duties as assigned by the Buildings and Grounds Supervisor or Administrative Staff.

Interested Candidates should send a resume and letter of interest to careers@eccss.org. Applications will be accepted until the position is filled.