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|----------------------------|---------------------------------------|------------------------|-----------------------|
| <b>Reports to:</b>         | Athletic Facilities & Grounds Manager |                        |                       |
| <b>Job Classification:</b> | Non-exempt                            | <b>Hours per week:</b> | 40                    |
| <b>Work Year:</b>          | Full                                  | <b>Pay Scale:</b>      | Lead Maintenance - LM |

### **JOB SUMMARY**

The Lead Maintenance position maintains the school environment and facilities by assisting with the maintenance of buildings, grounds, and equipment. Duties may include, but are not limited to, general repairs and maintenance; general handyman repair, including carpentry, plumbing, electrical, drywall, etc.; furniture moving; forklift operation; pressure washing; leaf blowing, general cleaning of buildings and classrooms; trash disposal; pick-up and delivery of materials. In addition, the Lead Maintenance position performs special projects as assigned.

### **ESSENTIAL RESPONSIBILITIES & ACCOUNTABILITIES**

- Utilize general construction and repair skills, including mechanical, carpentry, drywall, electrical, plumbing, door and window installation, carpet and tile installation, to maintain and repair facilities and equipment on campus
- Perform manual, general cleaning and service operations including: cleaning of walls and sidewalks; maintenance of athletic fields and lawn areas; emptying of trash and recycle containers; installation of classroom and office furniture; assisting with move-in and move-out of furniture; cleaning of parking lots, loading and unloading of trucks and vans, leaf blowing, and other general maintenance or custodial duties, as directed
- Operate heavy power equipment including riding mowers, fork lifts, service carts, and pressure washing units
- Assist with event set-up and take-down, including floor tarps, orchestra shell, tables, chairs, podiums, risers, etc.
- Other duties as assigned

### **MINIMUM REQUIREMENTS**

#### **Experience and Skills**

- Four years experience as staff member in a corporate, military or educational environment
  - Other applicable construction or trade experience may be substituted at the discretion of Saint Francis High School
- General contracting experience, facility maintenance experience or applicable trade experience preferred
- Must possess and maintain a California state driver's license (Class 5)
  - License must be in good standing

- Basic understanding of e-mail (open, compose, send and delete) and internet utilization
- Stellar time management
- Thorough work approach

**Educational Requirements**

- High school diploma or equivalent
- Must be able to speak, read and write in English

**Behavioral Job Attributes**

- Must support the Catholic, Holy Cross mission and philosophy of the school
- Exercise judgment within defined procedures and practices to determine appropriate action
- Self-starter who is driven to learn and constantly seeks ways to improve professional skills, modernize internal systems and implement best practices
- Team-player who is willing to collaborate and support colleagues when needed
- Must be able to work independently and efficiently, without close supervision
- Ability to work with enthusiasm and pride as a members of the greater Saint Francis, Holy Cross Community
- Act as role model to students and peers, always imparting good citizenship, kindness, friendliness, and helpfulness in a Christian way
- Show respect and service orientation towards all members of the immediate and extended communities

**Physical Requirements**

- Ability to climb an 8 foot ladder
- Must be able to operate a keyboard and mouse
- Must be able to use a telephone head or handset
- Must be able to operate machinery
- Must be able to focus on highly detailed tasks for long periods of time
- Must be able to use hand and power tools
- Work requires visual acuity
- Must be able to reach with hands and arms, stoop, kneel, crouch and crawl
- Must be able to lift 50 lbs. in confined spaces

*The above statements are intended to describe the general nature and level of work being performed by those assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

*Saint Francis High School demonstrates a commitment to the continued creation of a diverse and inclusive environment and is proud to be an equal opportunity employer.*