

Maintenance Technician

Posted 9/11/17

Job Status: Hourly (non-exempt). The position is a full-time year-round position and begins immediately.

Hours: The job typically has regular hours (8:00 AM to 4:30 PM; Monday-Friday), but candidate must also be able to work occasional flexible hours (mornings, nights, and weekends).

Job Description

Candidate will be a self-starting individual, responsible for analyzing and performing basic repairs and preventative maintenance on a variety of different mechanical systems. Must be able to interact professionally with the customer, perform light plumbing and electrical work, all with a smile and positive attitude.

Essential Job functions:

The Maintenance Technician's responsibilities are, but not limited to:

- Repair and perform preventative maintenance on all equipment, vehicles, furniture, and building/site components, including electrical, plumbing, HVAC.
- Maintain documentation and perform light maintenance on bus fleet.
- Complete event functions as required.
- Work with outside contractors and vendors as necessary.
- Maintain an organized and safe workplace.
- Perform work orders as assigned.
- Perform faculty/staff requests.
- Report necessary tasks and/or issues to Site Facility Manager.
- Purchase supplies, parts, and/or tools as directed.
- Assist with summer employee supervision.
- Perform routine inspections of equipment, buildings, and site.
- Monitor and troubleshoot issues.
- Maintain cleanliness of general shop area.
- Operate all power equipment and hand tools.
- Maintain and repair small engine equipment.
- Operate lawn mower, edger, and blower and perform general lawn care duties, including handling snow and taking measures to reduce hazards of ice.
- Monitor irrigation system for proper operation and schedule.
- Must have or be willing to obtain CDL to drive bus to events or field trips on an as-needed basis.
- Willing to attend pertinent workshops and training sessions.
- Respond to warranty concerns on new equipment and systems in new buildings.
- Perform other duties as assigned.

Qualifications

Skills and Competencies:

- High-energy, roll up your sleeves mentality.
- Warm, friendly and service-oriented philosophy.
- High degree of flexibility and tolerance for change.
- Effective written and verbal communications skills.
- Must possess basic electrical, plumbing and mechanical skills and be able to perform basic maintenance skills.
- Good communication skills with coworkers, supervisor, the general public, etc. Able to exchange or convey information and to give and receive work direction.

Job Requirements:

- Ability to lift, push and pull up to 100 pounds (on intermittent basis).

- Ability to bend and twist the body, making repetitive motion, standing for long period of time, walking, and climbing ladders (constant movement during shift).
- Ability to work indoor and outdoors environment (exposure to inclement weather conditions).
- Show excellent communications skills (written and verbal).
- Basic computer skills required.
- Minimum education: GED or high school diploma.
- Obtain CDL within three (3) months of employment.
- Present verifiable work references.
- Able to pass required background check that allows one to work in educational facilities with children.
- Comply with the Federal E-Verify requirement.
- Clean driving record.

Additional information

Compensation and Benefits:

- \$16 - \$18 per hour, depending on experience.
- Competitive benefits package.

Application Process

Send cover letter and resume to:

Pope John Paul II High School
117 Caldwell Drive
Hendersonville, TN 37075
Attn: Dustin Papendick, Site Facility Manager

Applicants may also apply via email to: dustin.papendick@jp2hs.org