



## Facilities Technician

**Type:** Full Time, 12 months

**Supervisor:** Director of Facilities

**Start Date:** August 2021

### Mission Statement

*Catherine Cook empowers students from preschool through 8th Grade to be adaptive, confident, and productive stewards of an evolving world. Our community engages in ideals of cultural competence, progressive academics, ethical literacy, and innovation designed to inspire personal excellence and compassionate leadership.*

### Diversity Statement

*Catherine Cook School is committed to creating and sustaining a diverse and compassionate community grounded in a culture of integrity.*

### Essential Functions:

- Proactively monitors building automation system (BAS) and corresponding equipment (daily).
- Tracks alarms, troubleshoots, and resolves issues in a timely manner.
- Assists with developing and maintaining a preventative maintenance program including cataloging equipment, user manuals, and manufacturer recommended service. Tracks service dates and recurring issues and performs in-house maintenance tasks per planned maintenance schedule.
- Proactively ensures all facilities are maintained in a manner which provides a clean and safe environment. This includes, but is not limited to:
  - Cleaning, janitorial, and snow removal
  - General carpentry and replacing/repairing building finishes such as ceiling tile, drywall/paint, carpet tiles, LVT, etc.
  - Repair/replacement of door and window hardware/locks
  - Plumbing - minor leaks, clogged toilets/drains, touchless sensors, faucet aerators, etc.
  - Furniture repair, assembly, and installation
  - Electrical - resetting breakers, replacing outlets, switches, bulbs, ballasts, fuses, etc.
  - HVAC – troubleshooting, thermostat scheduling/adjustment, opening/closing dampers, changing filters, etc.
  - Fire and life safety systems – operating fire alarm systems, fire pumps, churn tests, etc.
- Collaborates with facilities staff to complete all work tickets, maintenance/repair, installation, and janitorial requests in a timely manner. Communicates with appropriate faculty/staff on work status and closes tickets upon completion.
- On-campus event support including furniture setup/teardown and janitorial/maintenance requests.
- Monitors two-way radio at all times and responds to all transmissions including emergencies, clean-ups, deliveries, etc.
- Maintains professionalism and customer service orientation in all interactions with faculty/staff, parents, vendors, neighbors, etc.
- Security support including staffing the security desks/doors, monitoring cameras/building perimeter, and greeting and signing in guests.
- Receive deliveries, distribute packages, and provide access for vendors and service personnel.
- Daily dismissal support (and arrival when working day shift) including monitoring doors, helping students safely cross the street and load/unload, directing traffic, and using a radio to communicate

with school staff.

- Assist Director of Facilities with construction projects, emergency procedures/safety drills, equipment testing, and other support projects/duties as assigned by the Director of Facilities.
- Must be able to work flexible hours based on school needs, including weekends and evenings.
- Willingness-to-help attitude and an eye for detail and organization.

### **Knowledge, Skills, and Abilities:**

- Working knowledge in building trades and facility systems including fire and life safety, HVAC, electrical, plumbing, carpentry, etc.
- Ability to safely operate hand/power tools and equipment including ladders, snow blowers, box cutters, hand trucks, saws, drills, grinders, sanders, etc.
- Good communication and interpersonal skills.
- Must be able to effectively operate a two-way radio.
- Basic proficiency in Microsoft Office programs including Outlook, Word, Excel, PowerPoint, etc.
- Ability to work safely, efficiently, and manage multiple tasks at the same time.
- Skilled problem solver, highly resourceful, and proactive.
- Works well on a team and independently with minimal supervision.

### **Physical Requirements and Working Conditions:**

- Ability to stand, bend at the waist, sit, crouch, kneel, crawl, reach and lay horizontally for sustained periods of time, and/or as job may require.
- Ability to safely ascend/descend ladders.
- Ability to lift/push/pull a minimum of 50lbs without assistance (e.g. carrying salt, moving furniture/packages, shoveling snow/operating a snow blower, etc.).
- Exposure to extreme temperature and weather conditions.
- Exposure to high noise levels from machinery/power tools, construction, students, etc.
- Exposure to atmospheric conditions such as fumes/airborne particles from cleaning solutions, paints/solvents, vehicle exhaust, construction dust, etc.
- Exposure to biological substances such as blood, human waste, vomit, etc.
- Exposure to mechanical and electrical hazards.

### **Hours & Scheduling**

- 9:30 a.m. – 6:00 p.m. | School Days
- 7:00 a.m. – 3:30 p.m. | Summer and School Breaks
- Please note that these hours are subject to change based on school needs (snow removal, special events, large setups/teardowns, etc.) and on-call duty is required for emergency situations.

### **Benefits:**

Catherine Cook School offers its employees a competitive benefits package including paid time off, medical, vision, dental, life insurance, and retirement plan.

Catherine Cook School is an equal opportunity employer. Please visit [catherinecooschool.org](http://catherinecooschool.org) to learn more about our school and culture. Qualified candidates can direct their resumes and cover letters to:

**Justin Pike, Director of Facilities** | [jpike@ccooschool.org](mailto:jpike@ccooschool.org)