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ASSISTANT MAINTENANCE & FACILITIES COORDINATOR

Upland Country Day School is a coeducational, non-sectarian day school serving approximately 220 students in Preschool through grade 9. Located in Kennett Square, PA, southwest of Philadelphia, Upland draws students from towns throughout Chester County and northern Delaware. For additional information, please visit our website at www.uplandcds.org.

Upland Country Day School seeks a creative, motivated, self-starter to serve as its Assistant Maintenance and Facilities Coordinator whose responsibility is to support the Maintenance and Facilities Director in all aspects of the School's physical plant, grounds, fleet, environmental controls, safety & security platforms and campus events.

Position Details:

Location: Kennett Square, PA

Category: Administrative. Exempt, full-time, essential employee.

Report to: Maintenance and Facilities Director

Position Summary:

At the direction of the Maintenance and Facilities Director, the person in this role performs custodial, light construction, assembly, installation, repairs and upgrades and preventative maintenance tasks associated with the School's physical plant, grounds and equipment. Examples of duties include: repair, replacement and regular maintenance of HVAC, electric, septic, and water delivery systems. Installation and upkeep of appliances and equipment, and vehicle maintenance, etc. The person in this role will be expected to perform a variety of carpentry duties, including construction/repair of walls ceilings and floors, texturing, painting, and finishing. Movement across campus and unloading/setup of furniture, supplies, and equipment as assigned; grounds maintenance including gardening, flower bed upkeep, playground equipment inspection and upkeep, and integral in managing campus safety & security measures, etc.

Responsibilities:

- In consult with the Director, to prioritize and methodically work down service maintenance ticket requests timely and completely.
- Ensure all work is completed in a safe and ethical manner and in accordance with applicable regulatory guidance (i.e.: EPA, PA DEP, Chester County Health Department, etc.) and all applicable local, state, and federal government laws and regulations.
- Perform regular repair and preventive maintenance activities on all machinery and mechanical systems of the school, ensure proper upkeep and proper functioning of the water, sewage, electrical, HVAC, and all other utility and mechanical systems of the school.
- Ensure gardens, flower beds, trees and all other exteriors of the facility are continually well-maintained, healthy and generally good-looking.
- Perform all work in a professional, workmanlike manner that reflects favorably upon the School.
- Ensure proper care and maintenance of aquatic animal and aquariums.

Qualifications:

- Minimum high school diploma and 2 years of relevant experience including basic handyman skills with painting, woodworking, metalworking, minor plumbing and electrical repairs.
- Must possess a current, valid state-issued driver's license and be able to drive a vehicle.
- Required to use motor coordination with arms, hands, fingers, and legs
- Successful completion of background checks and all regulatory mandated screenings and trainings upon hire.
- Trades experience and licensing highly desired (i.e.: electrical, plumbing or other).
- Heavy equipment experience (front end loader, backhoe) highly desired.

Knowledge, Skills, and Abilities:

- Proactive and "can-do" approach to problem-solving. Solutions-oriented individual willing and able to think and act purposely and constructively.
- Possess a clear, timely and appropriate communication style that is flexible and appropriate for faculty, School administration, Trustees, students, parents, and other stakeholders.
- Organized, masterful in aligning larger vision with detailed task assessment and assigning priority to all work needs. Dedicated to task, assuring all projects are completed in full and on time.
- Physical Demands: While performing the duties of this job, the employee is frequently required to talk, hear, stand, walk, climb, use hands to handle, or feel; reach with hands and arms. The employee must occasionally lift and/or move items up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. Occasionally, the employee may be required to work in high places, or to access areas through tunnels or crawlspaces, indoors or outdoors and in extreme conditions. The employee is expected to use power tools and equipment safely and competently.
- Continuing Education – The employee will be expected to periodically attend and successfully complete available trainings, seminars and workshops which provide training on relevant trade matters supporting the School's maintenance efforts.

Compensation and Benefits:

This is a full-time position offering a competitive salary commensurate with experience and a benefits package including: medical and dental insurance; tuition remission; professional development opportunities; and an employer-matched retirement plan.

Nondiscrimination Policy Statement:

It is the policy and commitment of Upland Country Day School that it does not discriminate on the basis of race, age, color, sex, national origin, physical or mental disability or religion.

Equal Employment Opportunity:

Upland County Day School is committed to a policy of equal employment opportunity and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, national origin, physical or mental disability or religion or otherwise as may be prohibited by federal and state law. Any employee, board member, volunteer or client who believes that s/he or any other affiliate of Upland Country Day School has been discriminated against, is strongly encouraged to report this concern promptly to the Head of School.

Discriminatory Harassment:

Harassment or intimidation of a staff member because of that person's race, age, color, sex, national origin, physical or mental disability or religion is specifically prohibited and may be grounds for termination. Harassment and intimidation include abusive, foul or threatening language or behavior. Upland County Day School is committed to maintaining a workplace that is free of any such harassment and will not tolerate discrimination against staff members, volunteers or agency clients. Issues of discriminatory treatment, harassment, or intimidation on any of these bases should be immediately reported to the Head of School or immediate supervisor and, if substantiated, prompt action will be taken.

- *This information contained in this job description is for reference with the American with Disabilities Act. (A.D.A.) and is not an exhaustive list of the duties performed for this position.*