NARDIN ACADEMY
POSITION DESCRIPTION

Job Title: Maintenance Assistant
FLSA Status: Non Exempt
Position Status: Full Time
Reports to: Facilities Manager
Supervision: None
Date: June 15, 2017

Summary Description

The maintenance assistant position, under limited supervision, completing routine building maintenance tasks such as basic plumbing, electrical repairs, carpentry, construction projects, and setup, break-down for special events. Responsible for the general upkeep of the academy and grounds.

Knowledge, Skills and Abilities

• Ability to perform basic maintenance and repair on electrical, plumbing and HVAC systems
• Ability to read and interpret documents, plans and schematic drawings and comprehend instructions
• Knowledge of safety rules, hazards and application of accident prevention measures
• Skill to work with people in an effective manner
• Ability to communicate effectively
• Ability to plan, organize, and prioritize
**Duties and Responsibilities**

- Perform minor general building and grounds maintenance – repair leaking faucets, flush valves, light and filter replacement, etc.
- Perform routine inspections and maintenance required and take corrective action as required
- Operate a variety of equipment to perform preventative maintenance, minor repairs and maintain cleanliness of property
- Perform the job in accordance with all applicable standards, policies and regulatory guidelines (i.e. OSHA standards) to promote a safe working environment
- Schedule and perform preventative maintenance as assigned by management.
- Ensure the appropriate inventory systems, records, files, material safety data sheets, supplies, equipment and tools are maintained
- Perform exterior custodial duties as needed
- Perform snow and ice removal as requested, ensure that roads and walkway are clear of ice/snow and treated
- Ensure all requirements for meeting room set ups and supplies are met

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Qualifications**

- High school diploma or GED.
- 5 years of relevant building maintenance experience
- Basic knowledge and work experience in plumbing and electrical systems
- Valid Driver’s License

**Working Conditions**

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The employee is occasionally exposed to a variety of extreme conditions at construction job sites. The noise level in the work environment and job sites can be loud.
**Physical Requirements**

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**EEO**

Nardin Academy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Nardin Academy complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

To apply, please submit the following materials as a PDF to careers@nardin.org. Please include:

- Cover letter expressing your interest and qualifications
- Current resume with appropriate dates
- Minimum of 3 references with names, current addresses, telephone numbers and email addresses