

WORKING MAINTENANCE MANAGER

The Working Maintenance Manager is responsible for supervising maintenance staff and performing tasks to include repairs and cleaning. The ideal candidate should possess manual dexterity and physical stamina to ensure preventative maintenance is provided to keep the building and equipment tidy and functional. This is a school setting which will require cleaning “accidents” and “sick call cleanup”.

QUALIFICATIONS:

- High School or equivalent with at least 5 years of experience in repairs to electrical, plumbing, mechanical, and other equipment
- Previous experience supervising employees
- Ability to meet 3rd class boiler licensing requirements (if not, Nazareth is willing to send person for education certification)
- Experience with HVAC systems, general plumbing, electrical and commercial boilers
- Ability to lift, push, pull and move equipment, supplies, up to 50 lbs. throughout the day
- Ability to stand on a ladder
- Ability to recognize, troubleshoot, and correct problems
- Ability to show initiative, work well with others, and work independently and effectively
- Ability to interact courteously and tactfully with staff, students, volunteers, visitors, vendors, and the general public.
- Possess strong organizational and follow-up skills
- Possess strong time management skills

RESPONSIBILITIES:

- Perform cleaning such as mopping, dusting, etc.
- Perform minor fixes such as plumbing repairs, electrical repairs, broken locks, etc.
- Accept work orders for repairs to buildings and equipment with follow-up schedule of completion according to priority assigned
- Locate, inspect, troubleshoot, and initiate repairs
- Order maintenance supplies and maintain an inventory of supplies
- Work responsibly and within maintenance budget guidelines
- Create a monthly preventative maintenance schedule
- Oversee contractors when professional repairs are necessary
- Assist in keeping the building safe
- Oversee building security and door controls
- Oversee maintenance staff and approve time sheets, time off requests, and general supervision
- Maintain heat for the building and take after hour calls for problems
- Perform heavier and thorough cleaning of the building during school vacations
- Perform all other duties and responsibilities as assigned
- Abide by Nazareth Elementary Code of Conduct and guidelines of the Employee Handbook
- Maintain confidentiality of all information related to the organization, staff and students that may be encountered, either formally or informally, during the normal course of business. This includes financial and human resource information
- Maintains communication with and reports to the Principal of Nazareth Elementary who is the immediate supervisor, and also with the Business Manager who is the secondary supervisor.