



JOB POSTING: Part Time Maintenance & Facilities Technician

Montessori School of Evergreen (MSE) is a non-profit day school serving students Toddler – Eighth Grade. MSE is dedicated to its mission of inspiring a lifelong love of learning in each student through meaningful, dynamic, and innovative experiences. MSE is fully accredited by both the American Montessori Society and the Association of Colorado Independent Schools.

The following outline is intended to be a list of basic responsibilities for the Maintenance & Facilities Technician position at MSE as a part-time, 12-month, year-round position. Duties include but are not limited to the written contents of this document.

Job Summary

The Maintenance & Facilities Technician oversees the daily operations for a safe and clean infrastructure of the school at all locations. Requires good judgment and application of standard maintenance procedures. The position reports to the Director of Finance & Operations and Facilities Manager. Responsibilities include, but are not limited to, the following:

- Daily maintenance of the school buildings and grounds for all minor repairs such as maintaining and/or replacing doors, hardware, window coverings, floor and ceiling tiles, furniture, fire alarms, light & ballast fixtures, emergency lights, switches, outlets, lavatories, toilets, urinals, water fountains, appliances, dispensers, etc..
- Tracking and management of the maintenance and facilities request form from staff with prompt and polite responses within the authority to do so..
- Immediate response to resolve all safety, licensing, and health dept requirement issues.
- Regular testing of water systems at Marshdale, changing furnace filters, periodic radon testing.
- Availability for facility inspections including annual inspections by the fire department, alarm monitoring, health department and risk management.
- Set up and breakdown & cleanup of all meetings and events.
- Management of school vehicles including maintenance and safety and training.
- Bus driver for transporting students.
- Battery maintenance for alarms, clocks, thermostats.
- Snow removal by shoveling, plowing before, during and after school including snow days to prepare for school drop off, safe school days and pick up.
- Groundskeeping such as mowing, blowing debris, pulling weeds and trash pickup.
- Maintenance including clearing walkways and parking lots, checking playgrounds, cleaning drains & gutters, greenhouses, sheds and all property of the school.
- Scheduling summer facilities tasks, projects & subs to prepare for the start of school including deep cleaning, window cleaning, septic system pumping.
- Coordination with subcontractors.
- Custodial work to clean after projects or to support primary cleaning service.
- Regular facilities meetings to provide support and information.
- Monitoring the Facilities calendar to ensure compliance for facilities tasks.
- To perform other duties to support the school as assigned by the Director of Finance & Operations and the Head of School.

Administrative Responsibilities



JOB POSTING: Part Time Maintenance & Facilities Technician

- Possess a professional and courteous manner and an ability to work harmoniously with other employees, clients and the general public promoting a positive work environment.
- Assist in the efficient and effective management of the School.
- Demonstrate professionalism in every aspect of the job and adheres to AMS guidelines and professional standards. Practice the use of confidentiality in all situations as outlined in the MSE Employee Handbook.
- Follow protocols for managing information (i.e. attendance) and completing requests (i.e. purchase orders, supplies, personal days), etc., as further detailed in the MSE Employee Handbook.
- Support staff in meeting all school deadlines and compliance.
- Attend appropriate meetings.
- Maintain open communication with Administration and colleagues.
- Voice concerns in a timely and positive manner when seeking help from Administration.

Job Requirements

Qualifications of preferred candidates:

- High school diploma, GED, or suitable equivalent
- HVAC, plumbing and electrical skills.
- Clear background check.
- Independent worker; able to proactively seek solutions and resolve matters.
- Proficient with handling basic maintenance repairs.
- Physically agile and dexterous to lift and/or move 25 pounds and up to 50+ pounds, climb ladders, balance, stoop, kneel, crouch and crawl and walk multi-acre campuses
- Available to work after hours and being on call.
- Strong organizational skills.
- Professionalism and confidentiality in all matters.
- Ability to drive a plow and work in inclement weather

Benefits

- Competitive, independent school salaries -
- Benefits package for Full-time including healthcare, PTO and retirement
- Tuition remission opportunities for MSE enrolled students of staff

MSE is an equal opportunity employer. Please email a letter of interest, resume, and references Director of Human Resources at hiring@montessori-evergreen.org.