



ST. ANNE SCHOOL

JOB DESCRIPTION

Facilities Coordinator

RESPONSIBILITIES:

- Acts as a role model of professionalism in a Catholic environment
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Administration
- Ensures the health, safety, and welfare of all students
- Holds in strict confidence all matters pertaining to the school
- Adheres to all policies and procedures as outlined in the Employee Handbook
- Attends faculty and administrative meetings as needed

DEFINITION:

The Facilities Coordinator is responsible for: (1) performing general maintenance work in the repair, construction, and upkeep of school buildings and equipment; (2) assisting with custodial duties; and, ensuring that the school facilities, grounds, and equipment are maintained and preserved at a high standard of quality to meet the daily and long-range needs of St. Anne School. Responsibilities for maintaining buildings and adjacent grounds areas of St. Anne School include, but are not limited to the following:

DUTIES:

- Open the school daily
- Clean up areas due to breakage, vandalism, spilling, or illness
- Turn lights on or off and locks doors, windows, and gates
- Assist in moving, arranging, and setting up furniture and equipment for special events
- Stack and store furniture and equipment, put up pop up tents, and table umbrellas
- Inspect buildings and grounds for damage, needed repairs, security, and safety, and take corrective action as appropriate
- Repair chairs, tables, benches, and classroom furniture, as well as repair and patch drywall, wallpaper, paint
- Replace floor and ceiling tiles
- Replace light bulbs and tubes
- Remove and install marking and bulletin boards
- Lift and move furniture and equipment
- Maintains safety and cleanliness of campus by sweeping outside areas and picking up and disposing of debris, paper, trash, glass, and rocks
- Complete light carpentry, painting, electrical, plumbing, heating, air conditioning, carpet and tile installation, and welding
- Operate equipment such as power tools and pallet jack
- Maintain records of work performed and materials used
- Load and unload trucks; carry tools, equipment, and supplies
- Participate in major upkeep/repair/cleaning of the school plant during vacation periods
- Perform other related duties, as required
- Perform other related duties as assigned by Facilities Supervisor and Operations Manager

QUALIFICATIONS:

- Knowledge of basic methods, techniques, materials, tools, and equipment used in maintenance, repair, and construction; safe working methods and procedures. Methods, materials, and equipment required for all custodial services of a large facility; requirements for maintaining school sites in a safe, secure, clean, and orderly condition; operating principles of heating and air conditioning equipment; basic terminology, vocabulary, and craft skills used in plant maintenance and operation
- Formal/Informal education or training that ensures the ability to read/write at a level necessary for successful job performance, two years of experience in general construction or as a building trades helper, and one year of custodial work, preferably including six months of school custodial experience
- Skillfully use a variety of tools and equipment utilized in one or more of the basic maintenance trades. Perform moderately medium to heavy manual activities; efficiently and effectively use cleaning materials, supplies and equipment; demonstrate good judgment, and common sense. Operate custodial equipment and hand tools. Drive an electric cart. Prioritize tasks and make independent judgment related to emergency and safety matters. Keep accurate records and make reports; estimate time and materials in connection with a custodial work program. Perform minor repairs and light maintenance tasks. Make basic arithmetical calculations. Understand and carry out oral and written instructions. Establish and maintain cooperative working relationships. Maintain positive communication with the school staff, the students and the community.
- Possession of a valid California Driver's License

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor and outdoor setting; working from heights and within confined spaces, potential exposure to all types of weather and temperature conditions, noise, dust, grease, fumes, heights, and potentially hazardous chemicals, solvents, and oils. Must be able to work flexible schedule and irregular work hours.

Physical: Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor school campus setting; lift, carry, push, pull or otherwise move moderately heavy to heavy loads; walk long distances around campus; bend, stoop, squat, and reach; climb ladders; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction

Hearing: Hear in the normal audio range with or without correction

Hours: Twelve-month, hourly non-exempt employee, Schedule C
(Responsibilities after hours and/or weekends will be required.)

Reports to: Facilities Supervisor

This is a full-time hourly non-exempt position. Hourly range starting at \$20 an hour up to \$24 an hour, depending on range, is commensurate with experience and education. Please send a cover letter, resume, and references to the Director of Human Resources, Melissa Vergara, at hr@st-anne.org.