



Facilities Maintenance Technician

POSITION SUMMARY

Performs variety of skilled duties in multiple building trades - such as painting, carpentry, minor electrical, cement masonry, dry wall or other recognized crafts for the purpose of maintaining, repairing or remodeling the Heathwood Hall campus. Others skills include HVAC and various mechanical systems.

ESSENTIAL DUTIES and RESPONSIBILITIES

Performs preventative maintenance on all mechanical, electrical, structural and plumbing both inside and outside of campus buildings. Troubleshoots and diagnoses deficiencies in equipment to provide intelligent recommendations for repair.

- Prepares and paints walls and woodwork or perform other types of refinish; installs and/or repairs carpet; performs custodial duties as required
- Assists in the operation and maintenance of mechanical systems such as: plumbing, heating, ventilating, air conditioning, auto temperature control systems, electrical, operates riding lawn mower or other similar equipment as needed
- May recommend purchases, cost savings measures, and assist with the development of a budget; may be responsible for inventory control
- Works with blueprints, drawings and oral instructions
- Repairs counters, cabinets, benches, partitions, floors, doors and trim; uses carpenter tools and power tools
- Replaces damaged ceiling tile, floor tile and sheet plastic wall coverings
- May hire, train and supervise temporary employees; may assist with set up and tear downs
- May be responsible for maintaining equipment warranties and maintenance agreements for machinery and equipment within the school
- May perform weekly safety checks throughout the campus to ensure a safe and clean environment
- Other duties as assigned

INTERPERSONAL CONTACTS

- Must have strong interpersonal communication skills with colleagues
- Daily contact with administrators, colleagues, and other staff

EXPERIENCE

- At least 2-3 years' experience working with trades mentioned in position description

WORKING CONDITIONS

- Mostly outdoor work
- Some evening and weekend commitments
- Expansive travel over campus during day

To apply for the position, please submit, via email, a resume to:

Heathwood Hall Episcopal School
Jeff Poston
Physical Plant Manager
jposton@heathwood.org

No phone calls please.

Heathwood Hall Episcopal School believes that each employee makes a significant contribution to its success, and that contribution should not be limited by the employee's assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the school's endeavors.

Heathwood Hall Episcopal School is an affirmative action/equal opportunity employer. Heathwood Hall Episcopal School participates in E-Verify, as mandated by South Carolina law. This position will require a Criminal Background Check.