



# BROTHER RICE HIGH SCHOOL

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## Facilities Maintenance Technician

### Position Summary

The Facilities Maintenance Technician is an essential member of the facilities team. This role is involved in the physical upkeep, repair, and operational functionality of the school building, grounds, and equipment under the direction of the Facilities Director. This role executes skilled maintenance across various trades, assists with preventative maintenance programs, and provides essential support for school events and projects.

### Work Schedule

The standard work hours for this position are Monday through Friday, 8:30 a.m. to 5:00 p.m. However, the nature of the role requires a flexible schedule on occasion to accommodate critical project deadlines or mandatory evening/weekend school events.

### Key Duties and Responsibilities

The typical duties and responsibilities for this role include, but are not limited to, the following:

- Execute a full range of skilled maintenance and repair duties across various trades—including electrical, plumbing, carpentry, and painting—to ensure the functional upkeep of school facilities and support renovation projects, completing all work in a professional and timely manner.
- Maintain and implement scheduled preventative maintenance (PM) programs for all building systems and equipment (e.g., HVAC units, grounds equipment, life safety devices).
- Assist with the coordination and oversight of work performed by external contractors and vendors, including scheduling service calls, monitoring quality of repairs, and verifying satisfactory completion of projects.
- Provide comprehensive operational support for all planned school and community events, including managing facility functionality, setting up and breaking down tables and chairs, and ensuring the facility is cleaned and restored for the next school day.
- Perform seasonal outside work, field grooming, landscaping, sidewalk snow removal, and salting.
- Assist with inventory management of tools and supplies, support the ordering of materials, and ensure all shop and storage areas remain organized and secure.

# Qualifications

## Minimum Requirements

- Proven experience in facilities maintenance or building operations, or comparable experience in related fields or trades.
- Demonstrated ability to work both independently and collaboratively as part of a team with a strong attention to detail and commitment to safety.
- Valid Driver's License and Satisfactory Driving Record required.

## Physical Requirements

While performing the duties of this job, the employee is frequently required to stand, walk, climb, twist, stoop, kneel, and crawl for extended periods. The employee must also be able to work in various environmental conditions, including moderate heat, cold, and noise. The employee may occasionally push or lift up to 60 pounds. Specific vision abilities required include close vision (for reading handwritten or typed material), depth perception, and the ability to adjust focus.

## Preferred Skills & Experience

Candidates with experience in the following trades are preferred. The ideal candidate possesses competency across multiple trade areas; however, applicants are encouraged to apply even if they lack expertise in every listed discipline.

- Light Electrical: Replacement of switches, receptacles, bulbs, and ballasts; minor circuit troubleshooting.
- Light Plumbing: Minor leak fixing, drain clearing, and faucet/fixture installation or repair.
- General Carpentry & Interior Finishes: Broad proficiency encompassing trim work, door/hardware adjustment, and minor patching of drywall.
- Painting: Interior and exterior surface preparation and finishing.
- HVAC: Basic maintenance, filter changes, and general system checks.
- Familiarity with power tools and basic building systems is highly beneficial.

## Application Process

Interested candidates are invited to submit the following materials:

1. A current resume detailing relevant experience.
2. A completed employment application (attached or available on the school website).

Please submit your application materials by email to: **[employment@brrice.edu](mailto:employment@brrice.edu)**.