



# BROTHER RICE HIGH SCHOOL

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## FACILITIES TECHNICIAN

### WORK HOURS

This is a full-time position with normal hours from 8:30 a.m. to 5:00 p.m., Monday through Friday. Candidates must be willing to adjust their schedule to meet project deadlines and attend occasional evening or weekend school events as needed.

### POSITION SUMMARY

Under the supervision of the Facilities Director, this position helps ensure the school building and grounds are safe, clean, and well maintained. Responsibilities include performing a variety of maintenance tasks in a professional and timely manner.

### MINIMUM QUALIFICATIONS

- Minimum of three (3) years building maintenance experience, or any equivalent combination of training and experience.
- Ability to work independently and as part of a team.
- Strong attention to detail and commitment to safety.
- Valid Driver's License and satisfactory driving record.
- Familiarity with power tools and basic building systems is desirable.

### PREFERRED SKILLS AND EXPERIENCE

Candidates with experience in any of the following trades are strongly preferred:

- Basic electrical repairs (e.g. outlet and light fixture replacement, troubleshooting)
- Basic plumbing repairs (e.g. leak fixing, faucet installation)
- General carpentry (e.g. drywall repair, door hardware repair, minor tile work)
- Interior and exterior painting
- HVAC maintenance and filter replacement
- Groundskeeping and equipment operation

### DUTIES AND RESPONSIBILITIES

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

1. Building Maintenance
  - Perform a range of skilled maintenance and repair duties across various trades—including electrical, plumbing, carpentry, and painting—to ensure the upkeep of the school building and facilities, and provide support for building renovation and remodeling projects.

- Conduct preventative maintenance, on a scheduled basis, of building systems and equipment; examples: inspect roof conditions, replace HVAC filters, check vehicle fluid levels.
- Assist with the installation and maintenance of low-voltage infrastructure cabling for data, HVAC, security, and video networks.

2. Custodial Duties

- Sweeping, mopping floors, and operation of a floor machine.
- Cleaning, disinfecting, and restocking restrooms.
- Cleaning windows and surfaces.
- Removal of trash.

3. Seasonal Tasks and Projects

- Perform seasonal outdoor work (e.g. field grooming, landscaping, irrigation start up, sidewalk snow removal and salting).
- Moving furniture and equipment (e.g. desks, chairs, filing cabinets).
- Deep cleaning tasks (e.g. carpet and upholstery cleaning, power washing).

4. Support for Building Events (e.g. sporting events or school functions)

- Set up and break down tables and chairs.
- Monitor facility operations during the event and promptly respond to issues.
- Ensure event spaces are clean, organized, and ready for the next school day.
- Removal of trash and debris after events.

**HOW TO APPLY**

Please complete the Brother Rice High School Employment Application and send with resume to [employment@brrice.edu](mailto:employment@brrice.edu).

**DEADLINE**

Applications are being accepted until the position is filled.



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## EMPLOYMENT APPLICATION

This form has been designed to comply with Michigan and Federal Fair Employment Practice laws prohibiting discrimination. All qualified applicants will receive equal consideration for employment without regard to race, religion, color, sex, national origin, age, military background, handicap, marital status, height, and weight or arrest record.

Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Work Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Birthdate: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Religious Affiliation: \_\_\_\_\_

In brief, what is your main reason for applying to Brother Rice High School? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Desired Position \_\_\_\_\_

How did you learn about this job? \_\_\_\_\_

Have you ever applied for employment with Brother Rice High School before? \_\_\_\_\_

Have you ever been employed with Brother Rice High School before? \_\_\_\_\_ If yes, give dates \_\_\_\_\_

If you were employed by Brother Rice High School previously, why did you leave? \_\_\_\_\_

Are you related to anyone currently employed by Brother Rice? \_\_\_\_\_

If yes, name & relationship \_\_\_\_\_

Have you ever been discharged or required to resign from a position? \_\_\_\_\_

If yes, when and why? \_\_\_\_\_

Are you on a lay-off and subject to recall? \_\_\_\_\_

Will you work overtime, if required? \_\_\_\_\_

Are you legally eligible for employment in this country? \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_ DL# \_\_\_\_\_ State \_\_\_\_\_

Has your driver's license ever been suspended, revoked or restricted? \_\_\_\_\_

If yes, when and why? \_\_\_\_\_

Have you ever been refused surety bond? \_\_\_\_\_

If yes, when and why? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

Have you ever been convicted of child abuse or neglect? \_\_\_\_\_

Have you ever been convicted of a felony involving harm or threatened harm? \_\_\_\_\_

If yes to any of the above, please describe in detail \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT HISTORY

List your previous two (2) employers, starting with the most recent, including military experience. Explain any gaps in employment in the COMMENTS section below.

Employer \_\_\_\_\_ Telephone \_\_\_\_\_ Dates Employed \_\_\_\_\_

Address \_\_\_\_\_ Job Title \_\_\_\_\_

Hourly Rate/Salary \_\_\_\_\_ Immediate Supervisor & Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ May we contact for reference? \_\_\_\_\_

Summarize the nature of the work and job responsibilities \_\_\_\_\_

\_\_\_\_\_  
Employer \_\_\_\_\_ Telephone \_\_\_\_\_ Dates Employed \_\_\_\_\_

Address \_\_\_\_\_ Job Title \_\_\_\_\_

Hourly Rate/Salary \_\_\_\_\_ Immediate Supervisor & Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ May we contact for reference? \_\_\_\_\_

Summarize the nature of the work and job responsibilities \_\_\_\_\_

\_\_\_\_\_  
**COMMENTS** (including explanation of any gaps in employment) \_\_\_\_\_

Have you signed a nondisclosure or non-compete agreement with your current or any past employers? \_\_\_\_\_

**SKILLS AND QUALIFICATIONS**

Summarize special skills and qualifications acquired from employment or other experience that may qualify you for work within Brother Rice. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL ACCOMPLISHMENTS**

List any publications; awards (exclude information which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL INFORMATION**

List anything else you would like us to consider \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**MILITARY SERVICE**

Branch of Service, if any \_\_\_\_\_ Rank: \_\_\_\_\_

**EDUCATIONAL HISTORY**

High School \_\_\_\_\_ Year of Graduation \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

College \_\_\_\_\_

Degree Attained \_\_\_\_\_ Major \_\_\_\_\_ GPA \_\_\_\_\_ Year \_\_\_\_\_

College \_\_\_\_\_

Degree Attained \_\_\_\_\_ Major \_\_\_\_\_ GPA \_\_\_\_\_ Year \_\_\_\_\_

College \_\_\_\_\_

Degree Attained \_\_\_\_\_ Major \_\_\_\_\_ GPA \_\_\_\_\_ Year \_\_\_\_\_

**CERTIFICATION**

State: \_\_\_\_\_ Number: \_\_\_\_\_ Type: \_\_\_\_\_



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## PLEASE READ CAREFULLY

### Applicant's Certification, Authorization, and Acknowledgment

I certify that the facts as set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if employed, false statements on this Application may subject me to dismissal. You are authorized to make an investigation of my employment history and my personal history through any investigative or bureaus of your choice, and to contact any of my former employers and I give such employers the right to release to you all records of my employment (excluding medical records), including assessment of my job performance and ability. I understand that you may require a motor vehicle record report and I authorize you to obtain said report. I understand that you reserve the right to require that an offer of employment is conditional upon the results of a medical examination including, but not limited to, any drug screening test. I understand that you reserve the right to require a drug screening test at any time during employment. If employed, I understand that if I need an accommodation for a disability, under the Michigan Persons with Disabilities Civil Rights Act: 1) I must notify my employer in writing of my need for an accommodation; 2) I must give notice within one hundred eighty-two (182) days after I know or should have known I need that accommodation and; 3) My failure to provide that notice will prevent me from claiming that my employer failed to accommodate my disability. This requirement does not waive an individual's rights under the Americans with Disability Act. I further understand that the use of this Application does not indicate that there are any positions open and does not in any way obligate Brother Rice High School. This Application is current for ninety (90) days. At the conclusion of this time, if I have not been employed by Brother Rice and still wish to be considered for employment, it will be necessary for me to fill out a new Application. I further understand that if employed, I agree, in partial consideration of my employment, that I shall not commence any action or other legal proceeding relating to my employment or the termination thereof more than six (6) months after the termination of such employment and agree to waive any statute of limitations to the contrary.

FURTHER, I UNDERSTAND AND AGREE, THAT IF I AM HIRED BY BROTHER RICE HIGH SCHOOL, UNLESS SPECIFICALLY SET FORTH IN WRITING TO THE CONTRARY AND SIGNED BY THE PRESIDENT OF BROTHER RICE HIGH SCHOOL AND MYSELF, MY EMPLOYMENT WILL BE FOR NO DEFINITE PERIOD, AND MAY, REGARDLESS OF THE DATE OF PAYMENT OF MY WAGES OR SALARY, BE TERMINATED AT ANY TIME FOR ANY REASON OR NO REASON AT THE WILL OF THE PRESIDENT OR MYSELF WITHOUT ANY PREVIOUS NOTICE.

### Child Abuse and Neglect Policy

Child abuse and neglect is against the law. Anyone that has been convicted of child abuse and neglect will not be employed by Brother Rice High School. A child abuse and neglect conviction will be grounds for immediate dismissal from the school's employ.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_