

7/30/2019

St. Paul's School for Girls is pleased to announce an opening for a full-time **general facilities position**.

St. Paul's School for Girls

St. Paul's School for Girls is an independent, college-preparatory school with over 440 students in grades 5-12. It is located on a coordinate campus serving girls and boys from six weeks through 12th grade. *St. Paul's School for Girls educates hearts and minds in an inclusive community that is grounded in the Episcopal values of respect, integrity, and spiritual growth. We empower voice, nurture intellectual curiosity and creativity, and inspire confident leaders who serve in the world.*

Position Description

Under the direction of the Director of Facilities, this position is responsible for carrying out the duties required to maintain the schools' buildings, grounds and equipment and to provide exceptional customer service and response to all community members.

Primary Responsibilities:

- Independently perform basic maintenance tasks as assigned for building maintenance and repairs, including but not limited to, carpentry, plumbing, electrical and painting.
- Conduct grounds maintenance to include, but not limit to, lawn maintenance and trimming, tree pruning, invasive ivy control, snow removal, general trash and debris cleanup.
- Assist with event setup and breakdown for various occasions throughout the school
- Help to ensure the appropriate inventory systems, records, supplies, equipment and tools are maintained.
- Perform the job in accordance with all applicable standards, policies and regulatory guidelines (OSHA, handbook, etc.) to promote a safe environment.
- Function as "essential staff" during weather and other emergencies.
- Other duties as assigned.

Key Qualifications

- Must be a team player and able to interact with staff, faculty and other team members, vendors and customers in a courteous and respectful manner
- Must be presentable and able to work in a safe professional manner
- Must be flexible on hours, especially with after hours and weekend event break down and set up needs
- Must be able to maintain and utilize a variety of power tools, hand tools and ground equipment
- High school diploma or GED is desirable.
- 1 year of experience is preferred.
- Strong interpersonal, communication and organizational skills.
- Demonstrated professionalism: ability to meet deadlines, lead initiatives, be proactive and flexible, and communicate effectively with all constituencies of school community
- Must have technology skills to utilize internet to research parts, maintenance instructions and information needed to maintain facilities, in addition to familiarity with Microsoft Office to accept emails, calendar invites and maintenance requests.

Physical Requirements

7/30/2019

While performing the duties of this job, the individual must be able to walk, bend, stoop, twist, climb and lift up to 50 pounds.

Believing that every child is a child of God and that trust, understanding, and mutual respect lie at the heart of our community. St. Paul's School for Girls is committed to creating a supportive learning environment where all individuals are valued for their unique contributions and are able to achieve their highest potential. We strongly believe that a diverse and inclusive environment is the best learning environment for our girls and prepares them to live, work, and thrive in an increasingly global and multicultural community. We reject all prejudice, particularly those based on race, national and ethnic origin, religion, socioeconomic status, gender identity, sexual orientation, and physical characteristics.

Full-time staff members are eligible to participate in our comprehensive benefits program which includes, but is not limited to, medical, dental, vision, disability and 403(b). Other supplemental benefits include free lunch, fitness center and tuition remission. Interested candidates can send their cover letter, resume and list of references to Shannon Duckett at sduckett@stpaulsmd.org. We are an equal opportunity employer.