

Buckingham Browne & Nichols
Job Description

Title: Maintenance Supervisor – 2nd Shift
Department: Facilities
Reporting to: Facilities Manager
FLSA Status: Non-Exempt

Job Summary:

The Afternoon All-School Maintenance Technician performs a wide variety of skilled and semi-skilled building maintenance and repair tasks at all BB&N locations. Duties may include painting, carpentry, electrical, plumbing, heating/cooling, minor roof/building repairs, event set up, and related work. The Afternoon All-School Maintenance Technician will work independently, with minimal supervision, to accomplish specific tasks. Assignments will be made verbally by the supervisor, or via email or work order. This position is 40 hours per week, working 1:00pm to 9:30pm, Monday through Friday. Hours may be modified to the day shift when school is not in session.

Performance Expectations:

Specific responsibilities include:

- The repair and maintenance of buildings and structures; installs/repairs of acoustical ceilings, floor coverings, drywall, roofs, doors, door hardware, furniture, and equipment
- Completes work order requests in a timely manner, such as hanging whiteboards, installing shelves, assembling furniture, and other such items
- Performs minor electrical repairs and maintenance to include, but not limited to, replacement of switches, outlets, incandescent and fluorescent bulbs, and ballasts
- Performs minor plumbing maintenance to include, but not limited to, the unclogging of drains, replacement of plumbing hardware, and making repairs to leaks
- Performs minor HVAC maintenance and repairs to include, but not be limited to, changing filters, oiling equipment, and visual inspections
- Ability to prepare and paint various surfaces; interiors & exteriors, walls, furniture, siding, etc.
- Operating light automotive equipment to travel between facilities and to transport materials, furniture, and equipment
- Following safety guidelines when performing all tasks
- Pick up and delivery of materials and equipment as needed
- Participate in trash and recycling and snow removal operations
- Other duties as required

Skills & Competencies

Experience in a building trade such as carpentry, painting, masonry, electrical, or a combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge and abilities.

Additional qualifications include:

- A valid Driver's License
- Knowledge of the materials, tools, methods, and equipment used in a building trade such as carpentry, electrical, plumbing, HVAC, and painting
- Knowledge of repair and work safety practices for structures, furnishings, and equipment
- Demonstrate a basic understanding of electrical and HVAC systems
- Working knowledge of OSHA regulations, fire, and life safety standards
- Understand and work from plans & specifications
- Work with limited supervision
- Follow oral and written instructions
- A problem solver
- Ability to work both indoors & outdoors
- Able to climb and work off a ladder
- Use BB&N email, Computerized Work Order System, and MS Office software
- Provide supervision, training and assistance to others as required

To Apply:

https://workforcenow.adp.com/jobs/apply/posting.html?client=bbnschool&jobId=199516&lang=en_US&source=CC3

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