



MAINTENANCE SPECIALIST

The Maintenance Specialist supports the school by providing maintenance and custodial services. The position will perform a wide variety of skilled maintenance activities and maintain the cleanliness of the facility and grounds. The Maintenance Specialist must be well versed in multiple skilled trades and comfortable in basic repairs of commercial buildings. This position works closely with the Operations Director in order to keep the school running and prevent interruptions to the educational program.

ASA is devoted to fostering an inclusive environment where the enjoyment and benefits of a college preparatory and performing arts education are accessible to the entire community and where all voices are listened to and valued, regardless of race, gender, and sexual orientation.

This position reports directly to the Operations Director.

Essential Duties and Responsibilities

Facilities

- Prioritizes maintenance operations on a daily basis.
- Inspects facilities, systems, and their component machinery requiring maintenance (e.g. electrical, HVAC, plumbing, security, etc.) for the purpose of repairing and/or identifying potential repairs, and providing an ongoing program of preventative maintenance.
- Designs systems and/or projects for the purpose of meeting various maintenance and facility needs:
 - Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
 - Coordinates with other staff for the purpose of completing projects/work orders efficiently.
 - Investigates and recommends vendors/contractors to perform maintenance and repair services outside of the general maintenance of the facility, using established school procedures.
 - Assists in coordination, supervision, and inspection of work performed by vendors/contractors and recommends payment upon satisfactory timely completion of the work.
 - Tracks and communicates the status of project requests to requestors and other interested parties to ensure timely feedback and accountability.
- Works with the Operations Director to establish, formulate, schedule, and implement effective summer and non-school day procedures for maintenance and custodial activities for specialized cleaning and repairs.
- Works with hand and power tools to perform general maintenance duties, including, but not limited to:
 - Repairs tables, walls, doors, etc.
 - Repairs doors and jambs

- o Installs whiteboards and bulletin boards
- o Repairs restroom partitions and installs fixtures
- o Makes alterations where necessary
- o Electrical work
- o AC maintenance
- o Plumbing repairs
- Assures efficient and economical utilization of materials, improvement of methods, and elimination of wasteful practices within the department, including monitoring of school inventory supplies:
 - o Maintains documents and information related to preventive equipment maintenance and the master vendor files for repair and maintenance services.
 - o Responsible for maintaining facility consumables inventories.
 - o Supports Operations Director in the life cycle of fixed assets.
 - o Maintains effective communications with staff to elicit support and seek perceptions and ideas for improving facilities.
- Assists the Operations Director in preparing and executing a detailed, whole campus preventive maintenance plan and coordinating work accordingly.
- Assists with traffic management and parking.
- Responsible for all school fire and security systems.
- Assists Operations Director in maintaining a safe campus through consistent monitoring of perimeter and the surrounding grounds.
- Coordinates appropriate facilities set-up and arrangements for various activities during or after school hours.
- Serves as back-up driver for rental vans and trucks.

Custodial and Grounds Maintenance

- Prioritizes custodial and grounds operations on a daily basis.
- Inspects the school grounds throughout the day ensuring campus cleanliness:
 - o Picking up and disposing of trash.
 - o Maintains sprinklers.
 - o Provides school day support for emergency cleanup of spills and bio materials.
 - o Monitors bathrooms for cleanliness, supply inventory, and general maintenance.
 - o Performs other work as needed.
- Assists the vendor custodians to ensure they can successfully complete their work through effective communication of supply needs and possible repairs.

Minimum Qualifications

- High School diploma or equivalent
- Minimum of two (2) years prior experience in maintenance and/or construction services
- Custodial service experience preferred
- Reliable transportation
- Available after hours and on weekends, if needed
- Valid Arizona Fingerprint IVP Clearance Card
- Valid Driver's license and clean driving record

Required Knowledge, Skills & Personal Characteristics

- Working knowledge of basic building operations, materials, methods, services, terminology, equipment, tools and activities of a building maintenance, repair and custodial services programs.
- Knowledge of the uses and purposes of common hand and power tools.

- Ability to work cooperatively and communicate effectively with students, staff, administration, parents, and the community.
- Use of software programs for email, word processing, spreadsheets, data management, and work orders.
- Demonstrate the ability to communicate effectively both orally and in writing, using proper grammar and vocabulary.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Physical Demands

- The physical demands described here are representative of those that must be met to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Requirements of this position include:
 - Regularly stand, walk, use hands and fingers to handle or feel objects, tools, or controls, use hand-strength to grasp tools, and climb onto ladders.
 - Frequently required to reach with hands and arms, squat, stoop or kneel, reach above the head and reach forward bend or twist at the neck and trunk.
 - Must be able to lift and/or move up to fifty 50 pounds such as cleaning supplies, tables, equipment and other school related items.
 - Occasional lifting and/or moving up to ninety (90) pounds such as copy paper and bulk furniture.
- May be subjected to odors, chemicals, blood and other body fluids, extreme temperatures, work space restrictions, intense noises, and heights.

Salary and Benefits

- Full-time position with benefits. Salary commensurate with experience. Member of ASRS

Interested candidates should submit the following via email to employment@goasa.org:

- Cover letter, Resume, three letters of reference, and the [ASA Application for Employment](#) found on School's website.