



**OUR MISSION:** Our mission is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

**OUR VISION** Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, the arts, and literacy. We will be a data-driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering social emotional development, character, sports, and nature.

## **JOB TITLE: BUILDING MAINTENANCE COORDINATOR**

**REPORTS TO:** Facility Manager/Principal

### **POSITION SUMMARY**

Schedule TBD. This position will provide support to the Facility Manager to ensure the building and grounds are maintained and presented to the highest standard for our students, faculty, staff, parents, and the public.

### **DUTIES & RESPONSIBILITIES**

- Comply with all school policies including all workplace health and safety instructions, procedures and guidelines
- Respond quickly to maintenance requests
- Clean floors after daily lunch periods and as needed using scrubber machine
- Support in the timely maintenance of the custodial supplies inventory
- Diagnose problems for referral to a higher skilled maintenance trade when necessary. Liaise with outside contractors as needed
- Maintain parking lot including sweeping sand/rocks, pickup of debris, painting stripes & curbs, replacing curb markers, etc
- Report all health and safety hazards, presence of animals, vermin, or insects, and building repairs to the Facility Manager and/or other designee as assigned
- Remove snow and spread ice melt as needed during winter months
- Change filters in rooftop units on semiannual basis
- Complete all necessary written records of planned and cyclical maintenance
- Move furniture, equipment, books; set-up various furniture and equipment arrangements as directed
- Clean windows as needed
- Maintain copy machine and bulletin board paper stock. Refilling machines & ordering supplies as needed
- Provide support for school events and activities where required
- Operate and maintain to a high standard various equipment and machinery as required by the work assignment
- Attend and participate in meetings and training sessions; participate in emergency drills and environmental safety activities, as requested
- Applies knowledge of standard tools, materials, equipment, and methods of multi-trades areas in the performance of daily work assignments; cleans tools and work areas upon completion of project
- Ability to perform basic maintenance repairs
- Perform all other duties as assigned

## **ESSENTIAL JOB REQUIREMENTS & PHYSICAL DEMANDS**

- Hold a Driver's License with safe driving record
- Commitment to workplace health and safety
- Frequent lifting of up to 35 pounds
- Occasional lifting of up to 50 pounds
- Constant standing & walking
- Frequent squatting, reaching & stooping
- Verbal and written communication skills in English
- Demonstrated ability to read and comprehend written/graphic and oral instructions

## **GENERAL EXPECTATIONS**

- Flexible
- Work effectively with supervisors and all staff members
- Demonstrate the ability to prioritize work load so tasks are completed effectively, to a high standard, safely and in a timely manner without close supervision
- Meet attendance standards and work the hours necessary to perform the essential functions of the job
- Maintain a generally positive attitude
- Observe all Ben Franklin Academy policies and procedures

## **MINIMUM REQUIRED QUALIFICATIONS**

- Graduation from a standard high school or possession of a GED
- Skilled person able to handle multiple tasks and assignments
- Previous school experience not required, but preferred

## **SUPERVISORY DUTIES**

None

## **WAGE SCHEDULE**

This is an hourly position. Exact schedule to be determined. The hourly pay rate will be set annually through the budget process based upon the qualifications of the individual selected.

***For more information, please visit <http://www.bfacademy.org/careers/>***