



Our mission is to educate children and instill in our students a love of learning and the abilities to think critically, live ethically, and appreciate the value of each individual.

**POSITION TITLE:** Maintenance Supervisor

**REPORTS TO:** Operations Director

**SHIFT:** Full-time, year round

**M-F 7:00am - 4:00pm and occasionally as-needed after-hours**

**May include on-call responsibility for alarms and emergencies**

**RESPONSIBILITIES:**

The Maintenance Supervisor serves under the direction of the Operations Director and is responsible for routine maintenance and care of the grounds and facilities and related assets.

This position requires substantial physical activity and candidate must be able to lift 50 lbs. routinely and move a variety of items, some over 50 lbs., using a cart or dolly. Must pass a background check.

Under the general terms and conditions established by the Operations Director, the responsibilities include:

- Building maintenance
  - Electrical (Lighting repairs, bulb replacement, ballast replacement, fixture cleaning)
  - Drywall patching, painting and staining
  - Classroom fixture installation and repairs
  - Light plumbing (Faucet, toilet valve repairs, clogs)
  - Ceiling tile, air filter, water filter replacements
  - Summer improvement projects and Administration directives
- Grounds maintenance
  - Routine plant, shrub and tree care
  - Sidewalk and concrete snow removal, de-icing
  - Leaf blowing
  - Power-wash concrete areas
- Vehicle Fleet Management
  - Registration, maintenance tracking, cleaning, keep ready to use
- HVAC oversight
  - Programming and support requests
  - Coordination with HVAC contractors
- Building cleaning
  - Responsibility for cleaning procedures, MSDS, safety
  - Routine oversight of cleaning crews (internal or external)
  - Ordering of janitorial and bathroom supplies and equipment
  - Specialty cleaning projects such as wood floor conditioning, concrete cleaning, restroom deep

cleaning, sanitizing

- Event and specialty setups
  - Chairs, podiums
  - Shuttle driving
  - Occasional evening setup/cleanup
- Covering for cleaning staff when needed
  - Incidents when cleaning staff are not onsite
  - Autoscrubber, vacuuming, mopping, trash collection and disposal
- Open building each school day at 7:00am

#### **THE IDEAL CANDIDATE:**

- Custodial
  - Carpet and tile (VCT) care, concrete care, hardwood floor care, restroom cleaning
  - Autoscrubber, side-to-side buffer, burnisher, knowledge of pads and techniques
  - Familiarity with MSDS and other safety requirements
  - Ability to organize and supervise a cleaning program and cleaning crew
- Maintenance
  - Good troubleshooting and mechanical skills
  - Drywall and concrete wall patch and repair
  - Painting and wood staining
  - Basic plumbing skills
  - Basic electrical skills
- Good driving record
- Spanish language skills preferred

#### **To apply:**

Please email a letter of interest and resume to [careers@mcgillisschool.org](mailto:careers@mcgillisschool.org). Please include Maintenance Supervisor in the subject heading. Position open until filled.

*The McGillis School does not discriminate on the basis of race, ethnicity, religion, culture, belief, socio-economic status, gender identity, sexual orientation, learning and physical abilities, and more in administration of their educational policies, admission policies, scholarship and financial aid programs, athletics, hiring, and other school-administered programs.*