



## **Maintenance Full-Time**

### **Job Responsibilities:**

- All positions at the Amigos Por Vida - Friends For Life Public Charter School are security sensitive and will require a criminal history check
- Perform preventive maintenance, repair, and installation in connection with electrical, plumbing, and HVAC systems, both exterior and interior of buildings and school grounds
- Repair and maintenance of the school facilities, including repairing woodwork, replacing electrical switches, fixtures, and motors, painting, repairing, and replacing broken glass, plumbing fixtures and drainage systems
- Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects
- Performs ground maintenance such as irrigation installation and maintenance, planting, mowing, edging, trimming, pruning, weeding, staking trees and shrubs of parks and streetscapes.
- Install traffic buttons, reflectors and signs
- Move furniture and office equipment as necessary
- Responds to repair and maintenance requests in a timely manner
- Keeps a maintenance log and writes shift reports
- Assist in maintaining the safe operation of tools and equipment
- Report any building repairs or any unsafe conditions immediately to the Business Office
- Work overtime when emergencies arise to prevent disruption of the schools
- Act as a substitute custodian when necessary
- Other duties as assigned by Business Office or Superintendent/Principal

### **Qualifications and Skills:**

- Handles the physical demands of the job, including standing, bending, pulling, pushing, climbing, and lifting at least 70 pounds
- Follow safety procedures and techniques when performing job duties, such as lifting and climbing, and operate equipment and tools in accordance with established safety procedures
- Ability to work and communicate effectively with school administrators, students, staff, contractors, vendors, and the community

**Requirements:**

- At least one year of building maintenance, construction, plumbing, or electrician experience is strongly preferred, but not required
- A certification in building maintenance is a plus
- Bilingual preferred

