

Cataldo Catholic School

Building Manager and Custodial Lead

Role:

The Building Manager reports to the Principal and works with him/her to implement an effective plant and grounds operation. This person is an integral part of the school and is expected to maintain a respectful and cooperative relationship with students, parents, faculty, staff, vendors, and volunteers.

Duties and Responsibilities:

- Responsible for Maintenance, repairs, safety and improvement of the buildings and grounds.
- Works closely with the Principal planning all buildings and grounds projects.
- Responsible for maintaining a clean building and grounds in conjunction with the after school janitor. This includes all areas that impact the health and safety of occupants.
- Keeps records and performs routine Maintenance and repair on all Heating and small electrical equipment.
- Responsible for maintaining records and performing inspections of all safety systems to ensure building is safe to occupy and meets all local and state rules and guidelines.
- When assigned, works in collaboration with school staff in supervising parent volunteers and students in the maintenance, grounds, and custodial areas to ensure the efficient use of time and talents of the volunteers.

Essential Job Functions:

- Inspect buildings, electrical systems, grounds and equipment to ensure that they are safe and well-maintained; Identify hazards, defects, and the need for adjustments or repairs.
- Perform minor troubleshooting and repairs; replace light bulbs, ballasts, and fuses.
- Assist with preventative maintenance and troubleshooting on boiler systems, and replace steam system parts
- Complete assigned maintenance work orders as assigned in a timely manner
- Identify and perform basic service and repairs on plumbing fixtures; open clogged lines and drains.
- Identify and assist with carpentry repair work.
- Operate a variety of power and hand tools for basic maintenance tasks
- Perform locksmith duties, repair minor lock issues, replace locksets as needed.
- Inspect, service, and maintain operational functionality of doors, and windows

- Maintain clear and safe exterior stairs and walks in all weather conditions, including snow removal and deicing.
- Move furniture, and supplies to various levels of the campus.
- Clean and maintain restrooms, classrooms, halls and common areas, including walls floors and other fixtures in these spaces.
- Use and understand proper use of personal protective equipment.
- Adjust work hours and be available for occasional overtime.
- Communicate effectively in a professional, tactful and courteous manner with faculty, staff, students, and volunteers.
- Ensure that all activities are conducted within established policies, safety guidelines and applicable laws and regulations.
- Perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques and standards in a safe manner with minimal supervision.
- This is a Monday-Friday position. Ideal ours are from 6:00am-2:30pm.

Requirements:

- Maintenance Technician must have demonstrated skills and experience in working with staff, faculty, and the public.
- Maintenance Technician must have or be eligible for the following licenses and certifications:
 - High school diploma
 - Valid driver's license
 - Standard first aid card
 - CPR training
 - Low Pressure boiler operator
- Must pass a comprehensive background check and be finger printed to be eligible to work in a school setting

Qualified Applicants please send your cover letter and resume to Zack Cunningham, Principal at zcunningham@cataldo.org.