



PARK ACADEMY JOB DESCRIPTION

JOB TITLE: MAINTENANCE AND OPERATIONS TECHNICIAN

REPORTS TO: HEAD OF SCHOOL

FLSA STATUS: HOURLY

SUMMARY: Park Academy is a small private non-profit school in Lake Oswego that serves students in grades 3-12 with dyslexia and other language-based learning differences. Our mission is to empower students with diverse learning challenges to reach their highest potential of giftedness, while excelling academically and becoming responsible citizens and community leaders.

The Maintenance and Operations Technician is responsible for the cost-effective operation, care, preventative maintenance, and long-term preservation of the school's physical assets. The Operations Technician enhances the value of the property by coordinating and directing all assigned direct reports or vendor based resources to provide a pleasant, attractive and safe environment for our students, staff, and community members. The M & O Technician communicates and coordinates with the Head of School, Assistant Head of School, administrative team, faculty members, vendors, and others to prioritize and facilitate school maintenance projects, custodial and janitorial needs, and routine disinfection.

DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

CUSTODIAL

- Cleans school facilities (i.e. classrooms, offices, multipurpose rooms, bio-hazards, etc.) for the purpose of maintaining a sanitary, safe, and attractive environment.
- Arranges furnishings and equipment for the purpose of providing adequate preparations for meetings, classroom activities, and events.
- Makes limited deliveries of a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing the materials to the appropriate parties.
- Communicates with students, other site personnel, and supervisor for the purpose of providing information regarding activities, safety, scheduling, energy conservation and/or proper maintenance of facilities.
- Maintains awareness of outside group use of the building, monitoring occasionally, and securing the area after the use for the purpose of helping to provide appropriate community use of school facilities.
- Secures facilities and grounds for the purpose of minimizing property damage, loss, and liability and ensuring safety at work site.

- Ensures the proper use and storage of materials, supplies, and equipment for the purpose of maintaining a safe educational and work environment.
- Reports for duty as required in the event of an emergency school closure for the purpose of minimizing property damage, loss, and liability at the worksite.
- Maintains a schedule, in conjunction with the building administration, of events for the purpose of ensuring that custodial needs are met.
- Maintains prompt and regular attendance.
- Set up, clean, and break down lunch area each day
- Maintain cleanliness of student and staff kitchens
- Assist with the /schoolwide recycling program

PHYSICAL BUILDING MAINTENANCE

- Supervise, per agreements, all in-house and/or outsourced service providers in the routine performance of contracted duties
- Implement and administer all preventative maintenance programs, including all required log and records with service providers.
- Oversee all physical assets to ensure that they are maintained to required standards in the most economically efficient manner.
- Conduct required, regular inspections of all common area facilities/systems and report results to the Head of School. Review building operations and procedures and provide advise/guidance/recommendations on mechanical and construction-related issues to ensure company programs are being followed.
- Ensure all contracted service providers are meeting all contract provisions and company standards.

QUALIFICATIONS:

- Must be able to interact with students, staff, and community members in a professional and caring manner
- Must possess a high school diploma or higher
- Prefer 3-5 years of experience working in a school setting
- Must be able to communicate effectively in English both verbally and in writing
- Must be computer literate and be able to communicate effectively through electronic means
- Must demonstrate/utilize professional skill level in communications, both written and oral.
- Must possess a thorough knowledge of property operations, construction and development related areas.
- Be a self-starter and require little motivation and supervision.
- Must have a valid driver's license
- Ability to lift up to 20 lbs.
- Ability to climb vertical ladders in excess of 20 feet.
- All applicants must be able to perform the essential functions of the position, including corresponding core job requirements, with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities (and others in accordance with applicable law) to perform the essential functions of the job, consistent with applicable laws and Company policy.

WORKING CONDITIONS

- Full-time, 40 hours per week, 12-month position. Position is non-exempt. Duties are performed in indoor and outdoor environments daily. Hours are Monday through Friday

either 6-2:30 or 10-6:30. Position requires ability to adapt readily to constantly shifting work scenarios within tight timelines and multiple constraints. Occasional operation of lifts, tractors, and other rental equipment to assist in special projects and snow removal operations.

APPLICATION GUIDELINES/CONTACT:

Compensation: \$20.00 /hour and Medical/Dental/Vision and 401K.

Applications can be submitted directly to Dr. Craig Lowery, Head of School via email at clowery@parkacademy.org. For inquiries, you may reach us at 503.594.8800.

Park Academy is an equal opportunity employer, committed to developing an organization that is reflective of and sensitive to the needs of the diverse community we serve. The office does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, genetic information, disability, or uniformed service. We invite members of all diverse communities to apply.