



SAINT ANN'S SCHOOL

POSITION ANNOUNCEMENT

Buildings and Grounds Technician

Saint Ann's School, an independent, non-sectarian day school, is seeking a Buildings and Grounds Technician to join our Buildings and Grounds Department. The Buildings and Grounds Staff is under the direction of the Director of Buildings and Grounds. Direct day to day administration of the staff is the responsibility of the Director and Assistant Director of Facility Operations. This position has a flexible start date.

ABOUT SAINT ANN'S SCHOOL

Since its founding in 1965, Saint Ann's has embraced a commitment to education for its own sake, oriented to the capacities of each individual student, free of the encumbrances of formal grading, prizes, and rankings. At the same time, we are unabashedly committed to excellence in all that we do. The lives of our graduates speak powerfully to the potential of education based on these principles to ignite a passion for learning and to sustain creative energy in every field of endeavor. We accomplish this by offering talented students instruction shaped by creative and dedicated faculty, forming a true community of learners from pre-Kindergarten through high school. With a faculty and staff numbering more than 300, and 1090 students, and occupying space in seven separate buildings clustered in Brooklyn Heights, Saint Ann's draws most of its students from nearby Brooklyn neighborhoods as well as Manhattan. Known for its commitment to an education that brings together passionate and talented teachers with gifted and motivated students, Saint Ann's has earned an outstanding reputation in academic disciplines and the arts. Our accomplished teachers bring to the classroom experience as published authors and scholars, working artists, composers, performers, and filmmakers.

RESPONSIBILITIES

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Perform preventative maintenance on buildings by performing a variety of skilled carpentry, electrical, painting, plastering, dry walling, plumbing, heating, limited air conditioning and mechanical repair work, door hardware, keying, exit and emergency lighting.
- Repair electrical lighting systems and fixtures.
- Perform intermediate level plumbing work including the installation, repair and replacement of plumbing fixtures including sinks, toilets, faucets, water heaters and pipes; clear obstructions from water and sewer lines.



- Perform professional level of carpentry work including the repair of decking, walls, windows, doors and other carpentry work.
- Inspect building facilities to identify building maintenance needs; complete inspection and preventive maintenance reports, recommend and perform corrective maintenance as required.
- Install, maintain and repair a variety of floor coverings such as carpeting, tile, linoleum and wood.
- Experience with fabrication and installation of wood cabinetry
- Operate, maintain and repair a variety of mechanical tools and equipment such as power saws, power sanders, drills, air compressors, paint sprayers, and various hand tools required for carpentry, plumbing, and maintenance.
- Read and interpret sketches, diagrams and blueprints.
- Actively participate in the positive development of other facilities maintenance team members and the development of technical knowledge of the team.
- Moving of furniture and equipment as required for maintenance and facility operations
- Participate in 24 hour On-Call maintenance on rotation with other team members.

PROFESSIONAL REQUIREMENTS

- Five years' experience in facilities maintenance or as a general construction mechanic or documented completion of trades coursework.

Knowledge of:

- Methods, practices and equipment used in facilities maintenance and activities including a variety of building trades work.
- Basic theory of electricity.
- Tools and equipment used in building maintenance, reconstruction, and repair work.
- City policies, procedures, regulations, and codes related to facility maintenance and repair.
- Occupational hazards and necessary precautions applicable to building and mechanical maintenance work.
- Preventive maintenance requirements.
- Safe work practices

Ability to:

- Inspect property and buildings for life/safety issues and take immediate corrective action.
- Identify building maintenance needs and report to the Director or Assistant Director of Facility Operations.
- Be a self-starter and work independently in the absence of supervision.
- Perform a full range of skilled building maintenance for extended periods of time
- Repair and maintain a variety of mechanical equipment.
- Read and interpret sketches, drawings, diagrams and blueprints.
- Lift up to 50 pounds above the waist and carry heavy objects



- Use a personal computer and appropriate computer software.
- Operate with a high level of personal organization.
- Maintain clean job sites campus wide and in maintenance shops.
- Establish and maintain professional and cooperative working relationships with those contacted in the course of work.
- Process Work Orders in a timely fashion, to the satisfaction of the Director or Assistant Director of Facility Operations.
- Receive general supervision from the Director or Assistant Director of Facility Operations.

LICENSE AND CERTIFICATES

Hold or obtain within 6 months of employment;

- NYFD Certificate of Fitness F-01 Fire Guard, S-95 Fire Alarm, S-12 Sprinkler Systems and S-13 Standpipe Systems
- OSHA 30 certification

COMPENSATION

A competitive compensation package, commensurate with level of experience, plus benefits.

TO APPLY

Interested applicants should send a resume and cover letter *that speaks directly to the school's mission* (www.saintannsny.org for more information) to buildingsandgroundstechjob@saintannsny.org. Applications must be submitted by June 25. Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply.

NOTICE OF NONDISCRIMINATORY POLICY

The School does not discriminate on the basis of race, color, religion, creed, gender, age, marital status, disability, national or ethnic origin or sexual orientation in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.