



## SAINT ANN'S SCHOOL

### POSITION ANNOUNCEMENT: BUILDINGS & GROUNDS TECHNICIAN

Saint Ann's School, an independent, non-sectarian day school, is seeking a Buildings & Grounds Technician to join our Buildings & Grounds Department. The Buildings and Grounds Staff is under the direction of the Director of Campus Facilities & Capital Management. Direct day-to-day administration of the staff is the responsibility of the Director of Facility Services & Director of Facility Operations. This position's routine schedule is expected to be Monday through Friday, 11:00 A.M. to 7:00 P.M.

### 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 and 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. With a faculty and staff numbering close to 400, and nearly 1100 students, Saint Ann's is among the largest and most selective independent schools in New York City. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a love of learning and sustain creative energy in every field of endeavor. We accomplish this by bringing together talented teachers with creative and motivated students. Saint Ann's is committed to centering anti-racism in the life of the school. Seeking to create a community rooted in trust and equity, we invite each other to take risks, pursue knowledge, and celebrate growth.

### 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 framing, walls, windows, doors, drywall 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
- 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
- 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

## **PERSONAL AND PROFESSIONAL REQUIREMENTS**

Three to 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 supervisors
- 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 computer, iPad, and appropriate computer software, including CMMS programs
- 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 school constituents and supervisors
- Receive general supervision from the department supervisors

## LICENSES AND CERTIFICATES

Hold or obtain within 6 months of employment:

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

## COMPENSATION

This is a full time exempt administrative position with a competitive compensation package including benefits. Annualized salary range of \$ 70,000 - \$75,000 commensurate with education and experience.

## TO APPLY

Interested candidates should submit their cover letter and resume to [this link](#). Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Anticipated start August 1, 2024, dependent on candidate's availability. Please visit our website, <https://saintannsny.org/> to learn more about us. Position is open until filled.

## NOTICE OF NONDISCRIMINATORY POLICY

Saint Ann's School admits students of any race, color, religion, creed, gender, disability, national or



ethnic origin, sexual orientation or any other category protected by applicable federal, state or local law, to all the rights privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, religion, creed, gender (which includes a person's actual or perceived sex, as well as gender identity and expression), age, marital status, disability, national or ethnic origin, sexual orientation, familial status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status or any other category protected by applicable federal, state or local law, 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.