



Kent Place School Job Description

Position Title: Maintenance Mechanic

Reports To: Maintenance Supervisor

FLSA Status: Non-Exempt, Hourly Position

Position Overview: To support internal campus events and perform maintenance duties as assigned.

Key Responsibility: Set up and break down of campus events

- Responsible for setup and breakdown of on campus events
- Maintain event equipment
- Develop a means of storing and organizing the event equipment on a regular basis
- Cooperate with department and other school personnel in completing assigned work orders
- Perform all duties in a safe and professional manner and in accordance with department policies and procedures

Key Responsibility: General maintenance duties and repairs

- General maintenance, including but not limited to, minor repairs, etc.
- Distribute parcels on a daily basis to various buildings on campus
- Campus snow removal when necessary
- Special assignments and projects

Other Duties as Assigned

Job Requirements:

- **Education:** High School Diploma or equivalent knowledge. Certification in a skilled trade preferred.
- **Experience:** 3-5 years of general or skilled maintenance experience
- **Knowledge & Skills:**
 - Initiative and dependability to work independently or collaboratively
 - Knowledge of and experience with mechanical equipment and work order closures
 - Experience in one or more areas- painting, carpentry, plumbing, or electrical systems preferred
- **Team Work:** It is an essential function of each facilities staff member to work together as a team
- **Certification** in Hazmat, Black seal, pest control OSHA or others a plus
- **Physical Requirements & Work Environment:** Ability to walk and stand for long periods of time, able to climb ladders, crouch, bend, stoop, and reach above shoulder level. Must be able to lift 50 lbs. Must be able to tolerate outside environmental conditions and inclement weather. Must be able to work evenings and weekends as needed.

This is a full-time, 12-month position with benefits. Please send resume by email to: employment@kentplace.org with **"Maintenance"** in the subject line