JOB TITLE: Operations / Maintenance Team Member
REPORTS TO: Director of Facilities, Operations & Outside Services
CLASSIFICATION: Non-Exempt
START DATE: Immediately

Summary: Under the supervision of the Director of Operations, this position is responsible for maintaining the School’s physical plant in a clean, safe operating condition, adhering to an established maintenance program and responding to unexpected maintenance needs.

Activities
- Confers with the Director of Operations regarding the regular care of the campus
- Obtains bids for minor repairs
- Researches products and vendors
- Maintains the athletic field
- Processes and completes work orders
- Purchases replacement parts and supplies
- Conducts monthly equipment inspections and maintains records
- Conducts monthly safety inspections and maintains records
- Operates and maintains mechanical systems and sees that rooms are properly heated/cooled
- Delivers packages
- Distributes copy paper and janitorial supplies
- Secures the campus at the end of the school day
- Other duties as assigned

Transportation
- Completes minor vehicle servicing

Safety
- Actively manages campus recycling

Events
- Works closely with all school constituencies in providing event set-up and support

Marin Academy is situated on a 10-acre campus at the base of the hills of San Rafael, CA in the San Francisco Bay Area. As a 9-12 grade independent, college preparatory high school, we have an enrollment of 440 students with academic talent, interest in the arts and athletics, and a passion for a multitude of issues. Our students come from San Francisco, the East Bay, and Sonoma in addition to Marin County. Marin Academy has a block schedule in which classes meet every other day for 75-minute periods.

Marin Academy’s mission statement “asks every individual to think, question, and create in an environment of encouragement and compassion, and challenges each person to accept the responsibilities posed by education in a democratic society.” Marin Academy is an equal opportunity employer committed to excellence through diversity. This is a full-time position that will be filled as soon as possible. Interested candidates should send a resume to Michael Morris at mmorris@ma.org.

For more information about Marin Academy, please visit our website (www.ma.org).