THE HOCKADAY SCHOOL

Available Position: **Second Shift Building Maintenance**

Department: Facilities/Maintenance

Reports to: Director of Facilities

FLSA Classification: Non-Exempt (Hourly)

Full/Part Time: Full time 12 months 40 hrs. a week

Date Posted: July 15, 2017

Start Date: August 1, 2017

About Hockaday:

The Hockaday School is an independent, college preparatory day and boarding school for girls of strong potential and diverse backgrounds who may be expected to assume positions of responsibility and leadership in a rapidly changing world. With an enrollment of more than 1,000 students, The Hockaday School is the nation's largest prekindergarten through grade 12 independent girls' school. Ranked among the country's finest college preparatory schools, it was founded over a century ago and continues today to build on its original Four Cornerstones: Character, Courtesy, Scholarship, and Athletics.

Position Description:

The incumbent will perform preventive maintenance and corrective repair of buildings, utilizing trade skills such as carpentry, plumbing, electrical, painting, heating, and cooling. This individual will work with limited supervision and will monito building systems, operations, and performance from 3:00 p.m. to 11:00 p.m. Monday through Friday. On-call and event set-ups will be required as needed.

Essential Functions:

• Complies with all policies and procedures of The Hockaday School
• Ensure that the School, structures, and equipment comply with local codes and regulations
• Assist in maintaining an inventory of adequate supplies, replacement parts, and equipment by ensuring maintenance areas are neat and clean, as well as reporting shortages to Director of Facilities

HVAC/Center Plant

• Diagnose HVAC and heating calls, ability to operate an EMS (Metasys System)
• Perform preventive maintenance on HVAC units, VAV's, AHU, motors, belts, fan coil units, check Central Plant, log equipment, and provide daily reports
• Perform various other duties as assigned by the Director of Facilities

Electrical

• Troubleshoot electrical problems and able to read and understand electrical schematics
• Repair and replace light fixtures and bulbs, switches, receptacles, GFCI, photo cells

Plumbing

• Unclog plumbing drains
• Repair or replace plumbing fixtures, i.e.: commodes, lavatories, and their components
• Repair or replace trim fixtures, i.e.: faucets, diverters, and their components
• Install or repair drain, waste, and vent systems
• Perform preventive maintenance on all water heaters

Carpentry

• Repair and/or replace wood cabinets, counter tops, and vanities
• Caulk doors, windows
• Repair and replace interior and exterior doors, hardware, and cut keys
• Repair and replace floor tile, sheet vinyl, and wood floors
• Repair/replace vinyl cove base

Drywall/Paint

• Touch up paint
• Repair or replace drywall, including textured surfaces as required

Fire/Life Safety Systems

•Can operate and understand the Siemens XLS System (fire Panel)
•Check campus fire extinguishers on a quarterly basis, and elevator phones log on a monthly basis and report any issues

Qualifications/Experience:

Knowledge/Experience:

• Experience and the ability to work with minimal supervision
• Ability to keep neat and accurate records of time and materials
• Ability to communicate in written and oral form
• Ability to understand and follow directions

• Knowledge of mechanical systems, ability to read and understand site plans (MEP)
• Knowledge of the current occupational hazards, and possess an understanding of safety precautions, building codes and regulations applicable to the maintenance profession
• Ability to read and understand DSD Sheets
• Knowledge, understanding and demonstration of preventative maintenance planning and record keeping
• Knowledge of the current methods, practices, tools, equipment, and materials used in building maintenance and repair work
• Working knowledge of appliances, plumbing, electrical, carpentry, drywall, painting, doors, key cutting, cabinets and counter tops, fire extinguishers, and some event set up experience
• Ability to lift at least 65lbs and work in both hot and cold environments

Technical/ Educational Requirements:

• High school diploma or equivalent, trade school and or some college would be a plus, three (3) years minimum experience in all maintenance related skills as described above
• Computer skills and experience with EMS Systems (Johnson Controls Metasys) Fire Systems (Siemen's XLS)

Application Requirements:

Qualified candidates should complete an online application for employment and attach a cover letter, résumé. You will receive an email confirming receipt of your application. Contact recruitment@hockaday.org with any questions.

The Hockaday School is an equal opportunity employer. It is our policy not to discriminate, and to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, sexual orientation, creed, religion, national origin, ethnicity, age, disability, veteran status or other applicable protected classification.