Available Position: First Shift Building Maintenance
Department: Facilities
Reports to: Director of Facilities
FLSA Classification: Exempt (Hourly)
Full/Part-time: Full-time (12 months), 40 hours/week, 8:00am to 4:30pm Monday thru Friday
Date Posted: 11/2/2020
Start Date: 12/1/2020

About The Hockaday School:
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 almost 1,100 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.

Hockaday’s faculty are recognized as experienced leaders in their field and students in every grade benefit from outstanding faculty and access to unmatched resources. Families who choose Hockaday care deeply about providing their daughters with a comprehensive and rigorous education, both inside and outside the classroom. Hockaday’s student body reflects the diversity that is deeply valued by the School. While most Hockaday families come from across the great Dallas-Fort Worth area, Hockaday students also come from across the United States and around the world.

The Hockaday School is an extraordinary place to work, with bright and engaged students and unparalleled professional development opportunities and support.

Position Description:
Perform preventive maintenance and corrective repair of buildings, utilize trade skills such as carpentry, plumbing, electrical, painting, heating, and cooling. Work under limited supervision, monitor building systems, operations, performance and event set ups will be required as needed.

Essential Functions:
• Abiding by Hockaday’s Code of Ethics and Conduct
• Committing to the ideals expressed in Hockaday’s Tenets of Staff Excellence
• Complying with all school policies and procedures
• Ensuring that the school, structures, and equipment are following local codes and regulations
• Assisting in maintaining an inventory of adequate supplies and replacement parts and equipment by ensuring maintenance areas are neat and clean, and reporting shortages to Director of Facilities
• Other duties as assigned
**HVAC/Center Plant**
- Diagnose HVAC and heating calls
- 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 complete daily reports

**Electrical**
- Troubleshoot electrical problems and can 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 quarterly campus fire extinguishers and monthly elevator phones log and report any issues

**Qualifications/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 can read and understand site plans (MEP)
- Knowledge of the current occupational hazards and 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
- High school diploma or equivalent, trade school and or some college would be a plus, five (5) years minimum experience in all maintenance related skills as described above
• Basic computer skills and experience with EMS Systems (Johnson Controls Metasys) Fire Systems (Siemen’s XLS) preferred
• Preferred bilingual in English and Spanish

Physical Requirements and Work Environment:
• Regularly works outdoors in varying weather conditions and climate for extended periods of time
• Regularly uses close and distance vision
• Frequently moves around campus, ascends ladders, crawls, twists, turns, and reaches in completing a variety of job duties
• Ability to frequently move items weighing up to 65 lbs. across the campus
• Sometimes works in an occasionally stressful environment, effectively dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts with stamina to maintain attention to detail despite interruptions
• Ability to periodically work flexible hours to support before and after-school or weekend events

Application Requirements:
Qualified candidates should complete an online application for employment under How To Apply at https://www.hockaday.org/about/employment and attach a cover letter and résumé. You will receive an email confirming receipt of your application and additional details to complete the application process. 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.