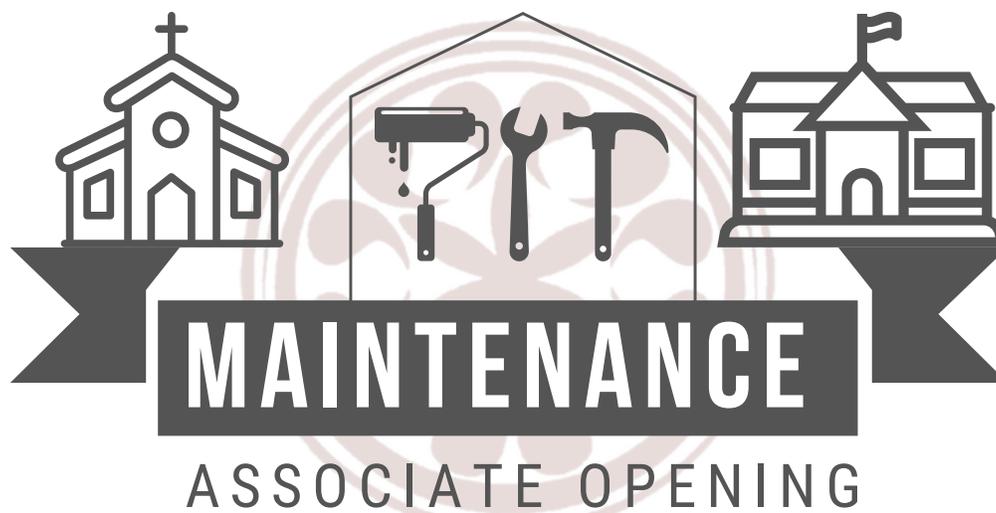


We have a full-time maintenance position open at St. Raymond. This role is responsible for maintaining all buildings on campus. This position performs minor repairs to buildings and equipment and coordinates with outside contractors and service providers. Experience with plumbing, electrical, HVAC, and painting is preferred. Also involved in moving furniture and setting up rooms for events.

If you are interested in this position, please contact Gregg Slatkay, Director of Operations, at g.slatkay@st-raymond.org.



MAINTENANCE EMPLOYEE

Duties and Responsibilities

1. Completes daily walkthrough of facilities to identify any safety concerns, housekeeping issues, general building maintenance concerns. Maintains a checklist of building systems including HVAC and Alarm Systems.
2. Complete daily exterior check for debris, hazards, etc. and reports anything that may need additional attention.
3. Maintains overall building maintenance schedules for contract related items. This includes any annual, quarterly, semi-annual preventive maintenance checks that are performed – Elevator, fire / alarm system, HVAC, life safety equipment, etc.
4. Assists in maintaining work order system both at the school and parish, Addresses work orders within scope in a timely manner and communicates the completion to the requester.
5. Meets outside contractors for repair / maintenance work for the entire campus and keeps the Director of Operations and Maintenance Supervisor informed of the status of the work.
6. Performs simple repairs, including but not limited to plumbing, electrical, carpentry, mechanical (such as boiler checks), and maintaining an ongoing log of any equipment repairs or changes.
7. Responsible for spot salting / shoveling of entrances around the events scheduled for the school and parish – depends on the timing of the snow event.
8. Responsible for ad hoc maintenance of the grounds (i.e. grass, hedges, trees, etc.) that are not included with the landscaping contract.
9. May be given various other assignments and projects consistent with responsibility level and general duties as a maintenance person.

Desirable Education and Experience

1. Ability to read, write, comprehend and speak the English language.
2. Ability to follow written and oral instructions.
3. Manual dexterity and coordination sufficient to handle various tools and equipment.
4. Prior experience in the maintenance field.
5. High School graduate or GED equivalent.

If you are interested in this position, please contact
Gregg Slatkay, Director of Operations, at g.slatkay@st-raymond.org.