

Montessori



Job Description & Specifications:

Maintenance Team Supervisor

Department: Maintenance

Contract Type: Salary (Exempt) / 12 month

Description: This role is responsible for working with the Facilities Director and the entire maintenance team for the maintenance and upkeep of all MCH buildings and grounds, providing support as necessary during school events, and potentially assisting in minor construction and carpentry project. This individual is passionate about providing a beautiful, safe, clean environment for children.

Basic Qualifications:

- High school diploma or equivalent
- 2+ years supervisory experience
- Basic knowledge of building trades; carpentry, electrical and plumbing
- Strong troubleshooting and decision-making skills
- Effective verbal and written communication skills
- Ability to be punctual and dependable
- Desire to work in a constantly changing environment
- Must be at least 18 years of age.
- Able to pass background check

Physical Requirements:

- Must be able to perform manual labor outdoors and navigate uneven outdoor terrain, for extended periods of time, in all weather conditions
- Must be able to complete repetitive motor movements such as walking, climbing (including ladders), stooping, and lifting, pushing, and pulling of materials
- Must be able to lift to 50 pounds occasionally and 20 pounds frequently
- Must be able to grasp manual and motor tools as needed

Responsibilities:

- Repair & Maintenance of all MCH Buildings; Interior and Exterior, including Lily Pad event facility. Including but not limited to emptying trash, refilling water stations, pressure washing, cleaning roofs and gutters and interior cleaning when necessary
- Repair & Maintenance of all MCH Playground, Animal Spaces, and other campus outdoor areas. Including but not limited to waste removal, feeding animals, repairing fences and cages, moving trash cans, and raking leaves or snow shoveling as needed
- Oversee completion of work order requests, coordinate daily cleaning and maintenance activities and complete minor construction projects as directed
- Ensure grounds and curb appeal are maintained to MCH standards
- Respond to after-hours emergencies as required
- Work in conjunction with Facilities Director to develop scopes of work, solicit bids and oversee completion of larger projects
- Inspect facilities regularly to identify problems and necessary maintenance and inform Facilities Director of any observed safety concerns or repair needs
- Maintain equipment and ensure proper storage. Purchase parts and materials as directed by Facilities Director

- Assist with occasional community events and fundraisers which occur outside of normal weekday school hours
- Supervise other maintenance team members and specialists when Facilities Director is not present
- Other duties as assigned

Training and Certification Expectations:

- First Aid/CPR certification (within 30 days of hire)

All employees of Montessori Children's House are expected to support our mission and vision and strive to represent our Characteristics of Professional Excellence.

MISSION

Nurture AND Nature; developing your child's individual passions and strengths.
Because today's child is tomorrow's future.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not included as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.