



The Potomac School

Facilities Technician

The Facilities Technician works as a member of a team to create a healthy, safe, and clean school environment. Duties include, but are not limited to, performing routine maintenance and handyman activities, notifying management of need for repairs, setting up, breaking down and providing support for events, general landscaping, cleaning snow or debris from sidewalks and parking areas, and responding to general maintenance and clean-up needs on campus in a courteous, timely and efficient manner.

Overview of Responsibilities

Event Oversight and Preparations

- Set up, arrange, and remove decorations, tables, chairs, ladders, and scaffolding to prepare facilities for events such as assemblies, banquets and meetings.
- Provide any and all support required to manage multiple school-related events both on and off campus.
- Assist the Supervisor of Buildings & Grounds with all aspects of event management and execution.
- Assist with vehicle parking and maintenance oversight during special events and on campus functions, including after-hours, as needed.
- Responsible for working various special events throughout the school year with work schedules adjusted accordingly, with notice as able.

Facilities Repair and Maintenance

- Perform general carpentry repairs such as painting, plastering, hanging shelves, etc.
- Assist in the installation of wall and ceiling fixtures, including for example white boards, projectors, and cork boards.
- Make adjustments and minor repairs to heating, cooling, ventilating, plumbing, and electrical systems.
- Problem-solve and respond timely to general maintenance issues.
- Conduct ongoing inspections of campus equipment and fixtures and notify managers concerning the need for repairs.
- Move heavy furniture, equipment, and supplies, either manually or by using hand trucks and material handling equipment.

General Cleaning and Maintenance

- Perform routine landscaping on the grounds, as directed
- Remove snow from sidewalks, driveways, and parking areas, using snowplows, snow blowers, and snow shovels, and spread snow-melting products.
- Respond to general maintenance and clean-up requests on campus in a courteous, timely and efficient manner.
- Clean classrooms, dining halls, restrooms, and offices as needed.
- Clean and restore building interiors damaged by fire, smoke, or water, using commercial cleaning equipment.
- Drive vehicles required to perform maintenance work, including vans, industrial trucks, or landscaping equipment.
- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors, fixtures and personnel.
- Requisition supplies and equipment needed for maintenance duties.

Safety & Security

- Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance(s) to ensure that hazards are not created.
- Assist in the performance of campus safety and security drills.
- Respond to e-mails, texts and phone calls in a timely manner and report to work for an event of emergency (including snow) at such times as directed by the Facilities Manager or his designee.

Other Requirements:

- Perform such other maintenance and janitorial responsibilities as directed by the Facilities Director, Maintenance Supervisor, CFO/COO or Head of School.
- Be a positive and helpful member of The Potomac School community who upholds our shared standards of behavior at all times.
- Communicate professionally with all members of The Potomac School community at all times.

Qualifications

- Proven experience as a handyman.
- Knowledge of the methods, tools, and equipment used in the plumbing, electrical, general carpentry and painting/finishing trades.
- Experience and proficiency with computers and technology preferred.
- Experience using a Building Management System - School Dude experience preferred.
- Must have good manual dexterity, mechanical aptitude, ability to analyze and solve problems, good communication skills and work effectively without constant supervision.
- Must be able and willing to negotiate confined spaces, climb ladders and scaffolding, and be capable of lifting/moving up to 75 lbs.
- Must have a legitimate driver’s license in your state of residence with a driving record acceptable to the school.
- Must be a team player.
- All employment offers are contingent upon successful completion of a criminal background investigation which involves fingerprinting.

This is a full-time position reporting to the Buildings and Grounds Supervisor.

This description provides only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as needs evolve. It is not intended to be all-inclusive. The employee may be required to perform other reasonably related business duties as assigned.

The Potomac School reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

I read and I understand this position description.

Employee Date

Manager Date