

## Maintenance

### Professional Qualifications:

- High school diploma and training or experience in maintenance
- Valid Florida Driver's license
- Experience and skills in operating, maintaining and adjusting the various types of equipment
- Ability to work independently, as well as with others, including school administrator and school staff and other related staff in the performance of the job duties
- Ability and willingness a work flexible schedule to accommodate weather, maintenance and use of the facility
- Ability and willingness to work overtime as require, respond to emergency situations; continue self-development in work related programs; maintain a home or cell phone
- Ability to follow and give instructions (both verbal and written) in the completion of an assigned task
- Ability to make estimates time and materials necessary to perform duties
- Ability to perform the functions of the position
- Possible lifting and carrying of objects weighing up to 100 pounds
- High school or equivalent (Required)
- Driver's License (Required)

### *Duties and Responsibilities*

- Lead the maintenance and preparation of School
- Professional representation of the Maintenance Department in a cooperative manner when dealing with other staff, students or the public
- To maintain the school in a safe manner
- To report maintenance needs to Principal or CEO
- Proper maintenance and operation of machinery associated with the function of the position
- Completion of the assigned tasks with minimum supervision or correction
- Proficient use of tools and equipment necessary for the completion of assigned task
- Safe and proper work practices when using tools, equipment, and chemicals
- To perform assigned tasks in a timely and efficient manner
- Performance of assigned tasks in accordance with industry standards
- To perform such other related duties as assigned by the supervisor

**Salary:** \$15.00 per hour. Position will start as a part-time position and will have the opportunity to move into a full-time position in the future.