



SJEDS Maintenance Supervisor

At San Jose Episcopal Day School (SJEDS) everything we do is a loving and joyful expression of our mission, which is to inspire a passion for learning, a life of integrity, and a heart for Christian service. Our faculty are the heart of our school, beloved by students and parents alike for their warmth, responsiveness, creativity, professionalism, and their exceptional commitment to helping each and every child meet his or her great potential. Lifelong learners themselves, our faculty model the characteristics they seek to cultivate in their students: love, wisdom, open-mindedness, responsibility, service, honesty, respect, patience, faith and gratitude.

KEY ATTRIBUTES

The maintenance supervisor performs and supervises tasks that provide school personnel, students and the public with an environmentally and physically safe, attractive, comfortable, clean and efficient place in which to work and conduct school activities.

RESPONSIBILITIES

- Manages maintenance requests from faculty and staff
- Routinely inspect and maintain campus buildings, facilities, grounds and equipment by ensuring regular cleaning and maintenance
- Help review and implement emergency response plans and take appropriate actions in the event of emergency situations in order to confine, resolve or prevent injurious or otherwise hazardous conditions
- Play an active role as a member of the Building and Grounds board committee and communicate maintenance issues or concerns to them, the Head of School, or the Director of Operations,
- Keep detailed records of all performed maintenance and track equipment life cycles to build a routine maintenance and replacement plan
- Source potential, high-quality vendors and manage existing relationships

- As needed, assist with custodial duties and building maintenance and repairs
- Operate various electric, gas and manually powered tools and equipment, i.e., saws and air compressors

QUALIFICATIONS

- High School degree required
- Experience with maintenance in a similar size facility
- Ability to operate standard custodial equipment
- Ability to apply common sense understanding and to carry out instructions furnished in written or oral form
- Ability to ascertain which people may need immediate assistance and to act accordingly
- Ability to communicate (oral and written) with confidence in conveying information to all constituents in a school community, including teachers, administrators, trustees, parents and students
- Technology user skills sufficient to prepare reports in Excel and Word
- Tasks may involve stooping, kneeling, crouching and lifting, carrying, pushing and/or pulling of moderately heavy objects and materials weighing 20 to 50 pounds
- Tasks are regularly performed with potential exposure to wetness, humidity and temperature extremes

San Jose Episcopal Day School is an equal opportunity employer. We believe in hiring a diverse workforce and sustaining an inclusive, people-first culture. We are committed to non-discrimination on any protected basis, such as disability and veteran status, or any other basis covered under applicable law.

TO APPLY

Send Cover Letter and Resume to DFO, Stacey Stec, sstec@sjeds.org.

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