Job Title: Maintenance Assistant

Department: Facilities

Reports To: Maintenance Supervisor

Pay Status: $15 - $17/hr. - Full Time – 12 Month Contract

Founded in 1956 by the Dominican Sisters of Houston, St. Pius X High School is a co-educational, Catholic college preparatory school serving students from 121 zip codes throughout metropolitan Houston and surrounding areas.

SUMMARY
The role of Maintenance Assistant is to provide needed assistance to maintenance and operations services on campus. This position plays a key part in the overall cleanliness and curb appeal for the campus. Applicants must be task-oriented, be able to interact with a diverse group of people, and work well in a team environment. Must be willing to take on simple and complex tasks and respond efficiently and effectively to all requests.

ESSENTIAL DUTIES AND RESPONSIBILITIES
- Walks campus grounds daily to inspect for maintenance issues, disposing of all trash and debris, including parking lots and roadside perimeter.
- Cleans and refreshes planter beds, fountains, and hedges throughout campus, on a regular basis.
- Refreshes paint on parking lot curbs, handicap identifiers, and car stalls, on an as-needed basis.
- Delivers packages to faculty and staff, daily.
- Monitors and replaces light bulbs, filters, and belts as needed.
- Assists Maintenance Supervisor with mechanical, electrical, and plumbing tasks, as needed.
- Dismantles and installs furniture, assists with student and employee moves, as needed.
- Hangs pictures and shelving, as needed.
- Sets up and breaks down tables and chairs for school lunch time, events, and meetings daily.
- Completes work orders and performs all other duties as assigned by Maintenance Supervisor.
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must be able to work independently without continuous direct supervision. The requirements listed below are representative of the knowledge, skill, and/or abilities required.

EDUCATION and/or EXPERIENCE
- High school diploma or general education degree (GED)
- 3 years of experience in facilities maintenance or equivalent
- Must have basic computer knowledge, including using Microsoft Outlook
- Must have a basic understanding of how facility-related equipment operates

LANGUAGE SKILLS
Ability to understand and follow oral and written instructions. Ability to interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram from.
- Ability to deal with problems efficiently and effectively.

CERTIFICATES, LICENSES, REGISTRATIONS
- Must possess current driver’s license.
- Must complete required Safe Haven training from the Archdiocese, upon hire.

PHYSICAL DEMANDS
- While performing the duties of this job, the employee is frequently required to stand, walk, use hands to handle or feel, reach with hands and arms, understand and respond to instruction given. The employee is also required to sit, climb or balance, stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds.
- Must be comfortable with, and able to work from a ladder, up to 20 feet.

POSITION TYPE/EXPECTED HOURS OF WORK
This is a full-time position. Standard days and hours of work will be Tuesday through
Friday, 12:30 p.m. to ~9:00 p.m. with a flexible schedule on Saturdays. Summer schedule may be adjusted to daytime hours at the discretion of the Maintenance Supervisor.

**WORK ENVIRONMENT**
The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to fumes or airborne particles and vibration. The employee is occasionally exposed to high, precarious places, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment may be loud.

Applicants can send a resume to carouthersd@stpiusx.org. Please include a valid email address and cellular phone number to be contacted at.