

Maintenance/Custodial/General Maintenance O'Connell College Preparatory School

Galveston, Texas

Summary:

O'Connell High School is seeking an individual for a Maintenance/Custodial position.

Responsibilities

- Walks grounds daily to inspect for maintenance issues, removing trash and debris.
- Assists with Grounds, such as hedge-trimming, weeding, tree-trimming, and pressure washing,
- Assists with minor plumbing, electrical, mechanical, and vehicular preventative and reactive maintenance as needed.
- Assists with equipment, materials, and furnishings delivery, (dis)assembly, and relocation as needed.
- Assists with set up and break down of tables and chairs for school, events and meetings as needed.
- Assists with parking lot maintenance and striping as needed.
- Assists with paint touchups as needed.
- Assists with opening and/or securing the campus gates and doors daily.
- Assists with trash removal after outdoor athletic events.
- Completes work order tasks as assigned, within deadlines given.
- Performs other duties as assigned by administration

Qualifications: Education and/or Experience

- High school diploma or general education degree (GED)
- 3 years of experience in facilities maintenance or equivalent

Computer Skills

- Ability to operate Microsoft Outlook, work order platform, and basic mobile device applications.

Certificates, Licenses, Registrations

- Must possess current driver's license.
- Must complete Archdiocesan Safe Haven training, once hired

Position Demands

- While performing the duties of this job, the employee is required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl.
- Must occasionally lift and/or move heavy items.
- Must be comfortable with, and able to work from a ladder up to 20 feet and an elevated platform up to 40 feet.
- Must be able to work independently without continuous direct supervision.

- Must be able to interpret and follow documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Must be able to apply common sense understanding to carry out instructions provided in written, oral, and diagram form.
- Must be able to always interact in a professional manner with others on campus.

Hours of Work

- Monday-Friday 7:00am to 3:30pm.

Work Environment

- While performing the duties of this job, the employee is to be cognizant of classroom instruction within the school day, not bringing harsh chemicals around students
- May require inside or outside job
- Must be able to stand on ladder in changing lights, etc., and performing physical labor when necessary.

Please submit a resume to Patti Abbott by email to patti.abbott@oconnell@oconnellprep.com or by phone to 409-765-5534.