



**ST. PIUS X HIGH SCHOOL**  
Dominican Sisters of Houston ★ 1956

## **Maintenance Assistant**

**Reports To:** Maintenance Supervisor

**Pay Status:** Hourly / 12 Month Contract – Full Time Employee

**Work Schedule:** Tue – Fri 12:30 pm – 9:00 pm (flex), Saturday flexible depending on events

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Acts as primary contact for any facilities-related building issues.
- Must be able to work independently without continuous direct supervision.
- Walks grounds daily to inspect for maintenance issues and remove trash and debris.
- Assist with minor plumbing, electrical, and mechanical repairs. Some contractor supervision, as needed.
- Dismantles and installs furniture, coordinates and assists with departmental employee moves.
- Set up and break down of tables and chairs for school lunch time, events, and meetings.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Pull weeds, trim hedges, and clean planter beds on a frequent basis.
- Performs other duties as assigned.

### **EDUCATION and/or EXPERIENCE**

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

### **LANGUAGE/COMPUTER 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. Ability to operate Microsoft Outlook and basic mobile device applications.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must possess current driver's license.
- Must complete Safe Haven training.

### **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, speak, and/or listen. 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**

Standard days and hours of work are Tuesday through Friday, 12:30 p.m. to 9:00 p.m. and Saturday flexible hours. The position may require on-call duty and the ability to work during nonstandard hours when the need arises. Summer schedule may allow for a day shift, Monday through Friday depending on events and at the discretion of the Maintenance Supervisor.

## **WORK ENVIRONMENT**

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.

**To apply please** visit [www.stpiusx.org/about-us/employment](http://www.stpiusx.org/about-us/employment)