



## Facilities Technician

**Reports To:** Facilities Director

### Job Overview

The Facilities Technician is responsible for supporting the daily maintenance, safety, and operational needs of the campus. Reporting directly to the Facilities Director, this position plays a vital role in maintaining a safe, clean, and functional learning environment for students, faculty, staff, and visitors. The technician will assist the Facilities Director with maintenance projects, preventative maintenance, event support, and general facility upkeep as needed. This role is essential to ensuring the Purcell Marian High School campus remains a safe, welcoming, and well-maintained environment where students can thrive—both in the classroom and at extracurricular events.

### Key Responsibilities

- Perform light carpentry repairs including door adjustments, hardware replacement, drywall patching, minor trim work, shelving installation, and classroom repairs.
- Complete light plumbing tasks such as repairing fixtures, clearing drains, replacing faucets and toilets, and addressing minor leaks.
- Conduct light electrical work including replacing bulbs and ballasts, repairing outlets and switches, and basic troubleshooting.
- Assist with HVAC maintenance including filter changes and basic system checks (HVAC experience a plus).
- Maintain the aesthetic and structural integrity of the facility through routine painting, touch-ups, and minor repairs.
- Support school events by assisting with classroom, auditorium, and campus setups/tear-downs, moving furniture, staging equipment, and arranging seating.
- Perform sports event setup and cleanups, including gymnasium, athletic fields, and common areas before and after games or tournaments as necessary.
- Assist with ground maintenance on an as needed basis.
- Respond promptly to maintenance requests and work orders from faculty and staff.
- Perform routine inspections and preventative maintenance to ensure campus safety and functionality.
- Assist the Facilities Director with vendor coordination, special projects, and emergency repairs.
- Maintain tools, equipment, and storage areas in an organized and safe condition.
- Follow all school safety protocols and applicable building codes.
- Performs other maintenance duties as assigned.

## **Qualifications**

- 3+ years of experience in facilities maintenance, building maintenance, or related field preferred.
- Working knowledge of basic carpentry, plumbing, and electrical systems.
- HVAC experience or certification is a plus.
- Ability to operate hand and power tools safely.
- Ability to lift up to 50lbs and perform physical tasks including bending, climbing ladders, and standing for extended periods.
- Ability to work evenings or weekends as needed to support school and athletic events.
- Strong communication skills and a professional demeanor when interacting with students, faculty, parents, and vendors.
- Basic computer proficiency.
- Minimum High School Diploma or GED equivalent.
- Background check required.

## **Preferred Attributes:**

- Self-motivated and dependable.
- Strong problem-solving skills.
- Detail-oriented with a proactive approach to campus maintenance.
- Team player committed to supporting a positive educational environment.

## **Position Type and Benefits:**

- Full-time, hourly position.
- Rate of pay based on experience level from \$21-\$24/hr and is eligible for overtime plus full benefits.
- Full benefits eligible, including medical, dental, 401K, and much more.
- Eligible for 2 weeks paid vacation and 1 week of sick pay.