



UNIVERSITY OF DETROIT JESUIT

HIGH SCHOOL AND ACADEMY

FACILITY MAINTENANCE

Job Summary: University of Detroit Jesuit High School and Academy is actively seeking a Facility Maintenance person for our Joe Louis Park and Johnson Recreation Center campus. The successful candidate will be skilled in general maintenance, takes pride in the quality of their work, is dependable, and enjoys being a team player. Facility Maintenance is responsible for assigned maintenance duties in addition to general support of the events schedule at the U of D Jesuit Johnson Recreation Center (Center). This position also provides support to the outside cleaning contractor by responding to general maintenance and repairs as needed and identified--assisting operations by ensuring a safe environment—and provides grounds maintenance as needed, such as trash removal, snow removal, weed and grass cutting to keep the exterior of the building safe and pleasing to the eye. Responsibilities may also extend to ancillary properties and related rental properties managed by or connected to the Center.

Our Mission: University of Detroit Jesuit High School and Academy is committed to providing the highest quality Jesuit Catholic college preparatory education for young men throughout metropolitan Detroit. University of Detroit Jesuit, in collaboration with parents, will challenge its students to go beyond academic excellence, to be reflective, to be committed to the service of faith and promotion of justice, and to be “Men for Others.”

Our School: U of D Jesuit strives to develop graduates who are open to growth, committed to doing justice, loving, religious, and intellectually competent. Every employee must be committed to understanding, promoting, and modeling the mission and vision of U of D Jesuit in their day-to-day activity. U of D Jesuit prohibits the abuse and mistreatment of students and takes seriously any report of suspected abuse. Every employee is required to adhere to policies relating to boundaries with students, report any suspicious and inappropriate behaviors promptly, and attend abuse risk management training as scheduled.

Application Procedures: Submit cover letter, resume, and a completed non-teaching application form (downloadable from this webpage) to Jobs@uofdjesuit.org.

U of D Jesuit reserves the right to close this posting prior to its original end date once a sufficient number of applications have been received.

Compensation: Pay ranging from \$16.00 - \$18.00 per hour based on qualifications and experience. Full benefits package also included.

Reports to: Vice President for Operations, with work being assigned by the Facility Maintenance Lead

Employment Category: Full-time, Non-exempt

Duties and Performance Responsibilities:

1. Performs general maintenance duties (low level) on electrical, plumbing and other building systems. May include painting and related building services.
2. Works with other members of the maintenance staff to perform set up / take down procedures which may include, stages, chairs, and tables for special events and programs at the school.
3. Schedules, operates, and troubleshoots field irrigation system. Schedules winterization and spring startup of system.
4. Ensures that the necessary equipment required for events is available and operational (microphones, video equipment, and other items as needed).
5. Ensures all doors are locked and unlocked as needed by the event personnel.
6. Acts as the "Go-To Person" for all building systems, Fire Alarm, HVAC, during one's shift.
7. Responds to emergencies that may occur in the physical plant during one's shift.
8. Works with outside contractors that may be supporting maintenance.
9. Works with other staff and responds to their maintenance needs.
10. Maintains field markings and striping.
11. Removes debris from fields.
12. Performs needed maintenance on lockers.
13. Responds to requests by the school administration, Johnson Recreation Center or Security Director as needed.
14. Takes an active role in the removal of snow and ice when necessary (may require overtime).
15. Assists with and performs custodial duties as needed.
16. Checks the parking lot daily for trash.
17. Collects trash daily from the playground and all exterior receptacles.
18. Checks for trash around both sides of fencing three times per week.
19. Performs preventative maintenance and repairs on nets and other athletic equipment.

20. Performs any duty that may be assigned by the Facility Maintenance Lead, Johnson Center Director or the VP of Operations.
21. Adheres to policies related to boundaries with students
22. Attends required abuse risk management training
23. Reports suspicious and inappropriate behaviors
24. Adheres to job specific abuse risk management responsibilities, such as ensuring unused rooms and closets remain locked and routinely monitoring high-risk locations, such as locker rooms, restrooms, etc.
25. Performs other duties as assigned.

Qualifications and Experience:

1. High school diploma or combination of education and experience.
2. Valid Driver's License in good standing.
3. Experience working hands-on with housekeeping, minor electrical, minor plumbing.
4. Excellent communication skills (written, and verbal).
5. Strong attention to detail while being highly organized.
6. Must be able to sign on to a computer, receive and respond to emails, use Microsoft Word, Google, Gmail, and Outlook efficiently. Learn and operate the Energy Management System.
7. Ability to troubleshoot, modify, and maintain maintenance systems and equipment.
8. Ability to work well in a fast-paced setting.
9. Ability to safely operate and maintain various hand and power tools including saws, drills, sanders and welders, Snow blowers, leaf blowers, lawn mowers and weed whackers, Man lift and ladders, school owned vehicles, Volt / Ohm meter.

Other Skills and Abilities:

Must be willing to understand and embrace the Jesuit and Catholic tradition of U of D Jesuit, and develop a passion for the Mission of the School;

Physical Working Conditions:

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach about the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 100 pounds such as salt and bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing

machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Working Environment:

General school setting with exposure to cleaning chemicals, dirt, dust and body fluids. Occasional exposure to unfavorable conditions such as weather conditions or confined, noisy or dirty locations.

This posting documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under their supervision.

University of Detroit Jesuit High School and Academy is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.