



## Maintenance Job Description

**Job Title:** General Craftsman, Multi-skilled, Level I (Semi-skilled)

**FLSA Status:** Non-exempt

**Job Status:** Staff, Full-time, Benefited

**Reports To:** Facilities & Events Manager

Interested candidates should contact **Julie Londergan, Chief Financial Officer** at [jlondergan@pinewoodprep.com](mailto:jlondergan@pinewoodprep.com).

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### SUMMARY:

Perform a wide variety of facility, infrastructure, and utility maintenance, repair and renovation tasks at the semi-skilled level. A flexible work schedule with some overtime is required.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Must be able to successfully perform the following essential duties and other duties as may be assigned.

- General maintenance of the school buildings and grounds.
- Identify supplies, equipment, machinery, etc required to perform the job.
- Operate a variety of shop machinery and equipment such as complex hand/power tools and pressure washers.
- Must be able to work alone.
- The capability of successfully performing tasks associated with traditional building trades.

This list is not all inclusive of duties. As a member of the Maintenance Department, you will be expected to help with other duties, within your abilities, towards the

Mission of Pinewood Preparatory School. There will be times when you will need to work a flexible schedule around sporting events, as well as school functions.

**EDUCATION AND/OR EXPERIENCE:**

Three years' experience performing the duties listed above is preferred. Experience in a similar position is preferred. Must be a self-starter and able to perform work at the semi-skilled level and must possess good communication and customer-service skills. Must be knowledgeable of and follow safety rules, regulations and policies. A high school diploma is required. Must be able to speak, read, write, and understand English.

**CERTIFICATES, LICENSES & REGISTRATIONS:**

A current South Carolina driver's license is required. A background check is required and must be successfully completed before employment can be offered or started.

**PHYSICAL DEMANDS:**

The physical demands are those needed to successfully fulfill the job duties and responsibilities articulated above. As prescribed by law, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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The School embraces a doctrine of fairness and nondiscrimination in its employment processes and every aspect of school life. Pinewood is an Equal Employment Opportunity/Drug-Free Work-Place and is committed to building a diverse community dedicated to the individual academic, social, and emotional needs of every student. The School seeks passionate professionals with teaching experience in their field, who are willing to work hard and to share in the full life of the school, both in the classroom and beyond.

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