

MAINTENANCE TECH

Watershed Inc. is looking for a Maintenance Tech with an outstanding knowledge of building trades, general upkeep and maintenance. The Maintenance Tech is expected to have strong organizational and time management skills as well as the ability to project manage and supervise others. Some administrative skills are preferred. Candidates should be familiar with maintenance procedures and be knowledgeable about health and safety regulations and practices. Top candidates will also have some background or interest in agriculture and the mission of our school.

Regular hours are 7am-3pm with occasional weekend and evening work. This position is salaried, but not benefits eligible. This position reports to the WPCS Executive Director.

RESPONSIBILITIES INCLUDE:

- Developing a preventative maintenance plan
- Conducting preventive maintenance inspections, work and making minor repairs in and outside building
- Identifying and overseeing contractors to ensure that work is completed correctly and on time
- Managing remodeling and renovation projects and contractors as needed
- Coordinating with landlord on all landlord initiated repairs and building access requests (contractors and staff)
- Prioritizing environmentally friendly repairs (upgrading to sensors etc)
- Managing custodial, snow, landscape and compost contractors
- Tracking and managing staff reported issues through a work order system
- Keeping detailed and accurate records
- Managing, scheduling and tracking all required building inspections
- Maintaining all inventory and equipment, and ensuring proper storage
- Complying with all health and safety regulations and practices on site
- Overseeing the Asbestos Management Plan and related contractors.
- Liaising with BCPS Facilities Management and Rental Property owner as needed
- Overseeing the facility during PTO and other events
- Overseeing the Micro-Farm facilities

REQUIREMENTS:

- High school diploma and some post secondary education
- 2 years of experience as a Facilities Supervisor or related profession

- Strong knowledge of building trades, cleaning procedures and maintenance
- Understanding of health and safety regulations and practices
- Organizational and leadership skills
- Eye for detail, creative problem solving
- Excellent communication and interpersonal skills
- Computer literate with capability in email, MS Office, Google docs
- Great time management skills
- Strong decision-making and problem-solving skills
- Self starter

PREFERRED:

- Bachelor's degree
- Interest or experience in organic agriculture
- Interest or experience in forestry
- Experience with portable classrooms
- Experience with permit design process

PRE-EMPLOYMENT REQUIREMENTS:

All persons employed by the Watershed Public Charter School Inc., regular and temporary, are required to be fingerprinted and have a criminal background investigation (State of Maryland, Senate Bill 315, effective October 1, 1986) completed.

Anyone offered employment is required to provide proper identification and documentation of eligibility for employment in the US.

NON-DISCRIMINATION STATEMENT:

Watershed Public Charter School Inc. does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, gender identity, genetic information, disability, or veteran status in matters affecting employment

CONTACT:

Please send resume, cover letter and references to info@watershedpcs.org.