

Maintenance Technician, Berkeley, CA

Classification:	Non-Exempt
Employee Type:	Full-time
Direct Supervisor:	Facilities Manager
Location:	All EB Campuses
Educational Requirement:	High School Diploma and/or Technical Education
Work Experience Requirement:	2 years minimum. Building maintenance in a school setting preferred.
Start date:	June 2019

Job Overview

Performs a wide variety of custodial and maintenance duties in and around campus facilities in order to provide a clean, orderly and safe environment for the students. Troubleshoots and performs repairs and responds to emergency calls for service, implements setup and takedown for a wide variety of campus and community events.

Major Duties and Responsibilities (the following list is not meant to be exhaustive nor restrictive in nature but instead is meant to provide examples)

- Diagnose and perform maintenance and repairs to multiple school buildings
- Conduct basic carpentry such as repairing/installing drywall, cabinets, furniture, fences, and window panes
- Repair plumbing, electrical and safety systems
- Implement maintenance and repairs on doors, locks, and hinges
- Maintain and repair roofs, drainage, and irrigation systems, walkways, stairs, stucco, parking surfaces, and similar building components
- Repair equipment, appliances, and purchasing supplies as needed
- Respond to maintenance requests in a timely and professional manner using our online tracking tool
- Set up and move equipment and furniture as needed for events
- Organize school furniture and materials and repair or dispose of as necessary
- May be required to clean and sanitize restrooms during the school day
- Respond to alarm triggers, interact with alarm company as needed
- Operates and makes all installations and repairs in accordance with local, state and national codes
- Participate in off-shift and weekend emergency maintenance coverage as needed

Job Qualifications and personal skills

- Must have at least 2 years of maintenance experience
- Must have knowledge in electrical, plumbing, HVAC, drywall, painting, and carpentry
- Must be a team player and must have a positive can-do attitude
- Must have a consistent work history and verifiable references
- Must have reliable transportation
- Must be detail and quality oriented, and dedicated to complete follow-through.

- Must be available to work weekends and evenings when needed.
- Must possess and maintain a valid California Driver's License. Must have a clean driver's record.
- Must be able to pass a background search.

Working conditions:

- Position requires repeated movement (walking, bending, kneeling, stooping, crouching, climbing, lifting etc...) operating and maintaining construction tools and equipment.
- Position requires the ability to safely lift and carry a minimum of 60 pounds on a regular basis and up to 100 pounds on occasions.
- Position may require wearing protective clothing and equipment for extended periods of time.
- Willingness to have a flexible schedule, and available to work weekends on occasion
- May work under dusty and noisy conditions.
- Routinely required to work under inclement weather conditions.

The above responsibilities are subject to the general duties and responsibilities contained in the Employee's Handbook. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Application Process and Required documents:

In order to complete the application process, interested candidates must provide the following documentation.

- A resume
- A cover letter
- A completed and signed EB job application, which requires a minimum of three references (name, address, phone number and email address). The application can be found at www.eb.org

Please send the documentation to Alfonso De La Torre Jr. at adelatorre@eb.org please mention "Maintenance Technician" in the subject line - No phone calls please.

You may visit our website at www.eb.org to learn more about our school and programs.

Ecole Bilingue de Berkeley

EB has a long history of excellence in bilingual education in the Bay Area. Founded in 1977, it has become the educational model that blends the best of French and American curricula. Spanning preschool through eighth grade, and representing more than 50 nationalities, EB students are able to flourish within a vibrant and diverse community. Supported and nourished by an exceptional faculty and staff, as well as a dynamic parent body, our students are well prepared to take their place in today's world.

Ecole Bilingue de Berkeley is an Equal Opportunity Employer that does not discriminate against any applicant on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, veteran status, generic information or any protected class prohibited by law.