

## MAINTENANCE WORKER Job Posting

**Department:** Plant/Maintenance

**Job Status:** Full-time

**FLSA Status:** Hourly

**Reports to:** Director of Plant Operations

**Work Schedule:** 7:00 am – 3:30 pm with a 30 minute unpaid lunch

**Posting Dates:** June 21, 2021-until filled

### POSITION SUMMARY:

Perform a multitude of maintenance duties to keep the facilities maintained, machines working and mechanical equipment in good working order. Duties may include plumbing, installing drywall, painting and insulating, general carpentry, repairing electrical or mechanical equipment and repairing miscellaneous items as they arise.

### ESSENTIAL FUNCTIONS:

- Working knowledge of HVAC equipment highly preferred (or committed to be trained in HVAC).
- Repair roofs and repair and/or paint windows, doors, floors, woodwork, plaster, drywall, or other parts of the building and outside structures in need of repair.
- May lay brick to repair or maintain buildings, walls, walkways or other structures.
- Clean or lubricate shafts, bearings, gears or other parts of machinery throughout the building.
- Hang, repair and/or assemble electrical and electronic equipment (classroom TV's, smartboards, projectors, etc.).
- Able to dismantle, reassemble and/or install equipment or devices to repair or replace broken or defective equipment using hand and power tools (hammers, drills, saws, wrenches, electrical and/or electronic testing devices). Ability to use diagrams, drawings, blueprints, manuals or schematics to plan and repair work.
- Conducts routine preventive maintenance on tools and equipment, wiring, plumbing, or machinery.
- Order parts supplies and equipment from various sources (suppliers, big box stores, catalogs, etc.). When available, may obtain parts from in-house storage areas.
- General maintenance and repair of appliances and specialized equipment located in the kitchen.
- May provide grounds keeping services such as cutting grass, general landscaping, shoveling and plowing snow.
- Repair or build counters, benches, partitions, or other wooden structures such as sheds or classroom shelves.
- Organized and detail oriented with the ability to prioritize and switch tasks when necessary.
- Continue to look for ways to improve operational efficiencies throughout the building with a focus on improving/reducing energy consumption. This includes installing or blowing insulation materials into walls, around pipes or other structures or objects.
- Maintains a clean work area and cleans-up work areas after jobs are completed.
- General maintenance and/or repair work.
- Other duties as assigned.

**EDUCATION AND EXPERIENCE:**

- High School diploma. Post-secondary education or training in a trade with an Associate's Degree or two year college or technical school preferred (or work equivalent).
- Works in a professional and ethical manner with high integrity. Accepts responsibility and accounts for his/her actions.
- Detail oriented and pays attention to all the minute details of the project or task.
- Follows all health and safety laws and regulations including ADA guidelines and building codes, etc. May be asked to follow blueprints and architectural drawings to complete a task.
- Prior experience in maintenance and repair of miscellaneous equipment. Prior mechanical, electrical, plumbing, carpentry, or other maintenance related skills a plus.
- Maintains a current valid driver's license.
- As a condition of employment, must pass the BCI/FBI background checks.
- Comes to work on time as scheduled with a positive/team player attitude.
- Ability to effectively prioritize and handle interruptions and changes as they occur in a productive and positive manner to complete the task completely and accurately as requested.
- A trusted, dependable self-starter who works independently and efficiently with limited supervision.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to walk, stand, bend, sit, kneel, stoop, talk and hear. The employee frequently is required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions.

**WORK ENVIRONMENT:** Maintaining a safe work environment is an essential factor in this position. Caution must be taken at all times while complying with safety standards and regulations. Must be able to identify and correct conditions that can affect employee safety. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. You may be required to work at various heights, in confined spaces, and/or with limited lighting. Proper safety equipment, glasses/goggles, gloves, boots, etc. are required when there is a possible danger to materials or chemicals being used. Takes responsibility for obtaining the necessary safety equipment before performing the job.

- The noise level in the work environment is usually moderate to loud.

Interested candidates should send a resume and cover letter to:

Human Resources, Position ID #M062121  
**Hathaway Brown School**  
19600 North Park Boulevard, Shaker Heights, Ohio 44122  
[hrstaffing@hb.edu](mailto:hrstaffing@hb.edu)  
[www.hb.edu](http://www.hb.edu). EOE

## **Maintenance Worker Job Posting (Continued)**

### **Hathaway Brown School Diversity, Equity and Inclusion Statement**

Hathaway Brown School is committed to building a diverse, equitable, and inclusive learning community through our admission policies, hiring practices, professional development, curricular and extracurricular programming, and school culture. The representation and full engagement of the diverse points of view of individuals with varied life experiences is a source of strength and wisdom that enriches the learning environment and fuels innovation and growth, particularly as students are prepared for lives of strong character, public service, and leadership.

HB respects and affirms the dignity and worth of each member of our community. These values of diversity, equity, and inclusion are rooted in our mission; our motto, We Learn Not For School But For Life; and our Community Agreement, and it is our expectation that all those affiliated with the institution uphold and demonstrate these shared values both in spirit and in practice at all times.

Hathaway Brown School has a rich 142-year history of educating and empowering girls. As Ohio's oldest continually operating college-preparatory for girls, Hathaway Brown has earned a reputation for academic excellence and innovation in the region and around the country. Home of the signature Institute for 21st Century Education, Hathaway Brown has long been devoted to a fusion of cutting-edge curriculum and experiential learning. Our over 800 students and 200 faculty and staff come to Hathaway Brown from 89 different communities in Northeast Ohio, and enjoy our stunning 16-acre campus in Shaker Heights, Ohio – just minutes from the cultural attractions of downtown Cleveland.