



### **Maumee Valley Country Day School**

Position Opening: Part-time Maintenance Worker

Type: Part Time hourly (paid for time worked)

Application Deadline: Open until filled

Start Date: Immediate

Maumee Valley Country Day School is seeking a self-starter who takes great pride in a job well done to assist the small but mighty Maintenance Team in the management of the 75 acre+ campus. A good candidate has experience (Please list the type of experience you need from this person)

This position reports to the Superintendent of Buildings and Grounds and collaborates closely with the rest of the maintenance team, as well as all personnel and our student and parent community. As a part time hourly employee, this position is overtime eligible and considered an at-will employee. Essentially, the position is paid for hours worked.

#### **Key Responsibilities and Duties:**

Key responsibilities include, but are not limited to:

Essential daily functions (to be performed with or without reasonable accommodation); maintenance (see attached work schedule); operation of alarm systems; operate heating and cooling systems plant-wide; work extra hours as security person; and other duties as assigned by the supervisor(s).

#### *As Maintenance Personnel:*

- Perform normal maintenance duties that require physical activities such as lifting, bending, twisting, crawling, walking, stretching, and standing
- Operate floor scrubbing equipment
- Mix and use various cleaning chemicals
- Operate up to 52" walk behind mower and able to pull start time
- Operate school vans, truck and lawn and garden tractors
- Climb ladders and scaffolds
- Paint neatly

- Perform/document preventive maintenance and repair of electrical, heating, cooling, ventilation, plumbing, communications; seating, roof, doors, and window systems at the school
- Operate and maintain life safety systems
- Operate a manlift
- Operate building systems
- Perform all other related tasks assigned by supervisor
- Ability to meet the attendance requirements as assigned;
- Ability to use good judgment and discretion outside the scope of your normal job duties as appropriate
- Be available by phone or internet
- Communicate and conduct oneself in a professional manner at all times

**Credentials: LIST REQUIRED AND DESIRED EDUCATION/CERTIFICATIONS**

- High School diploma or equivalent

**Background check:**

All Maumee Valley employees and volunteers must agree to a comprehensive background check and confidentiality agreement.

**Equal Employment Opportunity**

We are dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race, color, religion, sex, national origin, age, ability, sexual orientation, gender identity or expression, military status, or veteran status, ancestry, or citizenship, in accordance with applicable laws. In addition, we comply with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits and training. We value a diverse workforce.

Any employee who believes they have been discriminated against may discuss this with their supervisor or the Head of School.

**HOW TO APPLY:**

1. Complete this 8-10 minute survey: <https://go.apply.ci/s/E2UrzEp33W>
2. Email your documents in PDF format to [hr@mvcds.org](mailto:hr@mvcds.org).
  - a. Documents needed:
    - i. [MVCDS Application](#)
    - ii. cover letter, resume (if available)
  - b. Please use the title of the position in the subject line of your email.

## **About MVCDS**

At Maumee Valley Country Day School, children dream, explore, and cultivate their passions and strengths. Our faculty and staff do the same. We are more than a school and more than a group of people—we are a community of lifelong learners who inspire joy. As the only PK-12 independent school in northwest Ohio, we support an accomplished and diverse student body within a progressive academic program.

A Maumee Valley education is Personal, Experiential, and Global—it is a journey of discovery and of action that defines each child's learning experience. Through an intentionally crafted curriculum including active lessons as well as serendipitous explorations, a Maumee Valley education launches children toward the investigation of the world and helps them find their place in it. With our students at the center of our decision-making, we aspire to seek understanding, grow in our compassion and empathy, and adapt to the ever-changing world our students will one day lead. Maumee Valley is grounded in our [Mission](#), [Vision](#), [Portrait of an MV Educator](#), [Portrait of an MV Graduate](#), and commitment to [Diversity, Equity, and Inclusion](#).

**We believe in collaboration, innovation, and the power of community.**