



# UNIVERSITY OF DETROIT JESUIT

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## HIGH SCHOOL AND ACADEMY

### FACILITIES MAINTENANCE

**Job Summary:** University of Detroit Jesuit High School and Academy is seeking a dedicated and conscientious individual for its Facilities Maintenance position. Facilities Maintenance is responsible for providing support as a skilled handyperson, groundskeeper, and maintenance technician, working individually as well as in conjunction with a team, in support of school operations, and with the goal of maintaining and improving the school's historic as well as newer buildings and grounds.

**Our Mission:** University of Detroit Jesuit High School and Academy is committed to providing the highest quality Jesuit Catholic college preparatory education for young men throughout metropolitan Detroit. University of Detroit Jesuit, in collaboration with parents, will challenge its students to go beyond academic excellence, to be reflective, to be committed to the service of faith and promotion of justice, and to be "Men for Others."

**Our School:** U of D Jesuit strives to develop graduates who are open to growth, committed to doing justice, loving, religious, and intellectually competent. Every employee must be committed to understanding, promoting, and modeling the mission and vision of U of D Jesuit in their day-to-day activity. U of D Jesuit prohibits the abuse and mistreatment of students and takes seriously any report of suspected abuse. Every employee is required to adhere to policies relating to boundaries with students, report any suspicious and inappropriate behaviors promptly, and attend abuse risk management training as scheduled.

**Application Procedures:** Submit cover letter, resume, and a completed non-teaching application form (located at [www.uofdjesuit.org/jobs](http://www.uofdjesuit.org/jobs)) to the email address indicated on the application form.

*U of D Jesuit reserves the right to close this posting prior to its original end date once a sufficient number of applications have been received.*

**Reports to:** Director of Facility Operations

**Employment Category:** Full-time, Non-exempt

**Compensation:** Commensurate with qualifications and experience

**Work Schedule:** Monday-Friday, 10:00 a.m. to 6:00 p.m. with overtime as scheduled by the Director of Facility Operations as needed.

### **Duties and Performance Responsibilities:**

1. Perform general to skilled maintenance and repair services. Service work orders and routine maintenance tasks. Monitor results of maintenance projects, preventive maintenance, and energy management programs. Take initiative to make repairs on equipment projects. Meet established time schedules.
2. Make plumbing repairs (flush valves, faucets, drinking fountains, toilets, drains and water line leaks - Pecs, copper, and iron).
3. Make electrical repairs (bulbs / fluorescent tubes, changing ballasts / battery backup, switches, plugs). Assist with making wire pulls for new circuits for electrical or technology.
4. Make repairs to general building structure (drywall repair, painting, staining, polyurethane applications, masonry repair).
5. Make repairs to general building equipment (doors, doors, locks and related hardware, windows, blinds, shades, furniture).
6. Assist the Facility Engineer on heating, ventilation and air conditioning (HAVC) as assigned/instructed.
7. Survey the building and grounds on a regular basis to note areas of concerns and takes appropriate action to address concerns and notify the Director of Facility Operations.
8. Conduct general up keep procedures (grass whipping, weed control, landscaping, roof sump maintenance, gates, fences).
9. Perform general athletic field maintenance at remote athletic field locations (Tindal, Johnson Recreation Center, IHM Field). Mark fields for athletic practice events.
10. Help out as needed with the set up/event process. May require overtime weekend/evening work as assigned by the Director of Facility Operations.
11. Responsible as part of the team for snow removal/ice melting process. Requires driving a snow plow and/or snow removal tractors/gators & time coordination with the team and the Director of Facility Operations. May require overtime work during early mornings, later evenings, and weekends as necessary.
12. Assist outside contractors as needed with building systems, building safety and health protocols, preventive maintenance, and energy management programs.
13. Perform other job duties and responsibilities as assigned.

### **Qualifications, Experience, and Skill Set:**

1. High school diploma or combination of education and experience.
2. Valid Driver's License in good standing required.
3. Experience working hands-on with housekeeping, electrical, plumbing, locks, & handyperson activities.
4. Ability to manage various facilities projects and maintenance vendors for a school facility that requires a high level of attention to safety, security, and cleanliness.
5. Must be dedicated and willing to learn the facility, its equipment and facility behavior trends. Must also be willing to learn and take advice from the Facility Engineer as it relates to the building and its equipment.
6. Excellent communication skills (written and verbal).
7. Strong attention to detail while being highly organized.
8. Ability to sign on to a computer, receive and respond to emails, use Microsoft Word and Outlook efficiently. Must be able to learn and operate (when required) the Energy Management System.
9. Ability to troubleshoot, modify, and maintain maintenance systems and equipment.
10. Ability to work well in a fast-paced school setting.

11. Safely operate and maintain/care for various hand and power tools including saws, drills, sanders, welders, snow blowers, leaf blowers, lawn mowers, weed whackers, personal lifts, ladders, school owned vehicles, and electrical equipment.

**Other Skills and Abilities:**

1. Must be willing to understand and embrace the Jesuit and Catholic tradition of U of D Jesuit, and develop a passion for the Mission of the School.
2. Must attend required abuse risk management training.
3. Must adhere to policies related to boundaries with students.
4. Must accept responsibility for reporting any suspicious and/or inappropriate behaviors and follow mandated abuse reporting requirements.
5. Must adhere to job specific abuse risk management responsibilities, such as ensuring unused rooms and closets remain locked; routinely monitors high-risk locations (locker-rooms and bathrooms), etc.
6. Respond seriously and confidently to reports of suspicious and inappropriate behaviors.

**Physical Working Conditions:**

1. Must be able to bend, stoop, kneel, and walk up and down multiple flights of stairs frequently throughout the workday and stand for long periods.
2. Must be able to work in a manlift at various heights, usually under 40 feet.
3. Must be able to properly lift at least 50 pounds.

**Working Environment:**

General school setting with exposure to cleaning chemicals, dirt, dust and body fluids, in addition to a general plant maintenance environment.

*This posting documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under their supervision.*

University of Detroit Jesuit High School and Academy is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.