



Facilities Maintenance Technician

Reports to: Director of Site and Transportation

Hours: 40 hours/week

SCHOOL DESCRIPTION

Since its founding in 1977, Marin Horizon has been providing a challenging and robust academic program combined with character-enhancing life skills. Marin Horizon is a place of creative, active learning built around our commitment to developing each student's confident voice. Marin Horizon serves about 300 students from toddler through grade eight and is located in Mill Valley, CA.

POSITION DESCRIPTION

Marin Horizon School seeks an experienced Facilities Maintenance Technician who is responsible for ensuring successful operation and function of our school's buildings and grounds. The position is responsible for completing and/or overseeing maintenance and repair of all systems for plumbing, electrical, HVAC, security, sound, lighting, fire safety and irrigation. The Facilities Maintenance Technician must also be able to initiate and complete a range of carpentry, plumbing, electrical and painting projects at all of the school's campuses and properties in a timely, safe and cost-effective manner.

PRIMARY RESPONSIBILITIES

Facilities

- Initiate preventive maintenance activities on a weekly, monthly, quarterly or annual basis
- Perform skilled maintenance work in adherence with safe work practices and procedures and to applicable standards on all buildings, grounds and equipment.
- Troubleshoot and complete in-house system repairs
- Operate, maintain and repair maintenance tools and equipment
- Set up and take down chairs and tables to accommodate regularly scheduled activities and special events
- Ensure lighting, heating, air conditioning and ventilation systems are operating properly
- Responsible for the upkeep of playing fields, gardens, all-weather surfaces
- Ensure the maintenance of boundaries, footpaths, roads and rights of way within the school premises

- Monitor safe storage and control of any potentially harmful materials and chemicals used within the school and ensure such materials are appropriately marked and signposted

Other Responsibilities

- Ability to work unsupervised and demonstrate character-based performance
- Monitor all trash areas, receptacles and compost bins to ensure that our campuses are healthy, safe and fire compliant.
- Uphold Marin Horizon School's mission and values.
- Must be self-motivated, solution-oriented and cognizant of campus 'curb appeal' at all times
- Landscaping duties as assigned
- Participate in after school/evening activities and events as needed
- Actively participate in student arrivals/departures
- Perform other duties as assigned

QUALIFICATIONS

- High school diploma or equivalent. Plus, skilled experience in one or more of building trades (carpentry, painting, electrical, plumbing, HVAC, etc.) or related building maintenance experience
- Knowledge and practical skills for completion of carpentry, plumbing, electrical, masonry, painting, electronics, and telecommunications work
- Ability to read and interpret instruction manuals for HVAC, telecommunications, security, fire safety, sound, lighting, audio-visual, and digital recording systems
- Ability to lift and carry 50lbs
- Ability to climb, stoop and crouch on a regular basis
- Valid California driver's license
- Computer proficient
- Strong interpersonal skills, including professional verbal and written communications with staff, school community and vendors

SALARY AND BENEFITS

- Anticipated salary range between \$23.00-\$28.00 per hour depending on education and experience
- Excellent benefits package

Interested candidates should send a cover letter and resume to jobs@marinhorizon.org.