

Building Maintenance Mechanic

Job Details

Job Location

The Children's Guild School of Prince George's County - Chillum, MD

Position Type

Full Time

Education Level

High School

Salary Range

\$19.00 - \$25.00 Hourly

Job Category

Facilities

Description

Are you interested in working with an organization that is transforming the way America cares for and educates its children?

The Children's Guild is seeking an experienced Building Maintenance Mechanic who will be responsible for ensuring the cleanliness and safe working order of the school facility as well as regularly maintaining building systems and the aesthetics of the building and school grounds. To maintain, preserve, and protect all school property, assist in maintenance and inspection of all mechanical systems, and the physical buildings and render assistance in the construction of educational facilities. Physically responds to alarms and emergency calls from all school buildings. Provide students and staff with a physical learning environment that is safe, clean, attractive, and mechanically sound.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be 21 years of age or older
- Advanced understanding of general maintenance procedures and techniques
- Effective problem-solving abilities
- Strong written and verbal communication skills
- Must be punctual, well-organized, and able to prioritize tasks
- Must be able to lift at least 50 pounds as needed.
- Have reliable transportation

Essential Duties and Responsibilities

1. Assumes primary responsibility for the safe condition of the structural elements and all mechanical systems in the facilities owned by or used by the school.
2. Have a reasonable working knowledge of electricity, carpentry, plumbing, HVAC equipment, etc.
3. Manage our AkitaBox work order system to assure that preventative and routine maintenance repair work request are completed in a timely manner. Develop an efficient system for responding to and dealing with emergency repairs.
4. Ability to learn and manage the appropriate use of the work order system (AkitaBox) to ensure full utilization of the associated system capabilities.
5. Develops and maintains standards of maintenance throughout school facility.
6. Determine maintenance needs and ensures that appropriate and adequate supplies and equipment are available to perform the job responsibilities.
7. Communicates with vendors to secure quotes, develop schedules and manage subsequent work.
8. Works with outside inspection and regulatory agencies to provide the necessary information and documentation.
9. Must have reliable transportation and willing to drive to other locations to assist with other personnel or projects.
10. Physically responsible for responding to alarms and emergency maintenance calls at school. Makes complete rounds of school building on a regular basis, making scheduled and unscheduled weekend and evening visits as deemed necessary.

Education and/or Experience

- High school diploma or equivalent qualification
- Minimum of two (2) years full-time experience in a similar role

Certificates, Licenses, Registrations

- Valid MD Drivers License (Class C) or ability to obtain a license within 90 days of hire

Supervisory Responsibilities

- This position does not have any supervisory responsibilities.

Cultural Awareness Expectations

- The Children's Guild employees are expected to honor the diversity that makes up our community. This includes being respectful and accepting of everyone's personal identity. The Children's Guild empowers employees to share their own identities and encourages all members to learn from each other to foster a safe, tolerant, and diverse community.
- The Children's Guild expects all to contribute to a space where individuals can grow, learn, share, and embrace differences in a respectful environment. The Children's Guild

recognizes that expressing personal and cultural identity is crucial to cultivating a safe community for staff, children, and families.

- Staff will build an empathetic, supportive, and equitable environment for the students and families we serve.
- Staff will value all children and families we serve and colleagues by embracing their diverse talents, perspectives, identities, and experiences, while fostering inclusion that inspires innovation, encourages respect, and promotes growth.
- Staff will attract and sustain a diverse workforce by recruiting, hiring, developing, and retaining employees who work collaboratively to carry out the mission of The Children's Guild.

Physical Demands

While performing the duties of this Job, the employee is frequently required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move a minimum of 50 pounds. Specific vision abilities required by this job include ability to adjust focus.

All Guild employees are expected to demonstrate an awareness of, respect for, and attention to the diversity of the people with whom they interact (person served, personnel, families/caregivers, and other stakeholders) that are reflected in attitudes, organizational structure, policies, and services.

About Us

The Children's Guild is a nonprofit organization serving children, families, and child-serving organizations. We are dedicated to transforming how America educates and cares for its children through education, behavioral health, management, and consulting services. The Children's Guild operates the Monarch Academy public charter and contract schools in Annapolis, Laurel and Glen Burnie, the Monarch Preschool College Park, The Children's Guild DC Public Charter School, The Children's Guild Transformation Academy, our nonpublic schools in Brooklyn and Prince George County, the TranZed Academy for Working Students, TranZed Apprenticeships, treatment foster care, and outpatient mental health clinics. We are among the most experienced child-serving organizations in the Greater Baltimore/Washington region and are currently expanding in national and international programs. Each year, the agency's continuum of care and hundreds of professional staff help thousands of youths and young adults and their families to achieve, excel and succeed. We invite you to be part of our innovative team!