



PROVIDENT CHARTER SCHOOL

Position vacancy announcement

Title: Maintenance & Facilities Worker

Reports to: Principal & CEO

Anticipated start date: July 15, 2016

About our school

Provident Charter School is a recently approved charter school opening in Pittsburgh, PA for the 2016-17 school year. The school was designed specifically to address the needs of students with language-based learning differences such as dyslexia. The school expects to open the 2016-17 school year with 96 students in Grades 3-4 and will grow to a comprehensive school serving Grades 2-8 by fall 2021.

Job Goal

- To provide maintenance services that keeps students safe by ensuring that the school buildings, tools, materials and vehicles are safe, secure and updated.
- To provide limited cleaning services in and around the school building.

Qualifications

1. High school diploma or GED.
2. Five or more years of experience in a maintenance / facilities role.
3. Experience working in a school or human service setting.
4. Ability to secure all relevant and necessary clearances.

Professional Responsibilities

- Perform a wide variety of general and semiskilled maintenance activities (i.e. carpentry, painting, electrical, etc.).
- Install system component parts, classroom and office equipment and facility components (i.e. lighting, heating and ventilating systems, alarms, plumbing, security, electrical panels, etc.).
- Assist skilled maintenance workers with projects to ensure projects are completed in a safe, efficient manner.
- Repair furniture and building system components.
- Move and arrange furniture and equipment on a daily basis and for special events.
- Cleans the cafeteria on a twice per day, the gymnasium on a regular basis and additional areas of the buildings and grounds as needed or assigned.
- Respond to emergency situations during and after hours for immediate safety concerns.
- Operates school-owned truck to salt and plow during times of inclement weather.
- Document updates and repairs for future reference (i.e. repair status, activity logs, etc.).
- Attend meetings, workshops, trainings, and seminars.

- Other responsibilities as assigned by the Principal.

Terms of Employment: Twelve (12) month position.

Evaluation: Performance of this job will be evaluated by the Principal & CEO.

Compensation and benefits

- Hourly pay rate starting at \$15/hour (actual rate will be based on experience)
- Generous time off including all school holidays and breaks
- Employer paid retirement contribution
- Employer paid dental, vision, life insurance benefits
- Significant employer contribution toward health insurance

How to Apply

Interested candidates should email a cover letter & resume to Brett T. Marcoux, Principal & CEO at bmarcoux@ProvidentCharterSchool.org. Applicants are encouraged to act with urgency.

Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.