



NATIVITY JESUIT
ACADEMY

Updated May 2023

Open Position: Maintenance Technician

Position Type: Full Time

Start Date: June 1, 2023

Equal Employment Opportunity:

Nativity Jesuit Academy is an equal opportunity employer.

About Nativity Jesuit Academy:

Nativity Jesuit Academy is a Catholic, Jesuit, urban school in Milwaukee, WI. We prepare our students, in partnership with their families, for Christian leadership and service in high school, college, and life. Founded in 1993, Nativity serves students in the Latino community that often come from low-income backgrounds.

Through a holistic education program, Nativity Jesuit strives to form leaders who are religious, loving, seeking intellectual excellence, committed to justice and open to growth. Like Christ, who came “not to be served, but to serve” (Mark 10:45), Nativity Jesuit transforms students to become men and women for and with others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Performs a variety of tasks that require the ability to inspect, repair, fabricate, install, service, and maintain facilities and equipment.
- Performs both scheduled and unscheduled repairs and/or preventative maintenance on all facilities and equipment including, but not limited to roofs, smoke detectors, vehicles, lawn, and snow removal equipment.
- Performs a variety of carpentry duties, including but not limited to, new construction, remodeling, fabrication, and repairs/replacement of doors, walls, signs, desks, counters, shelves, and tables.
- Performs a variety of interior masonry duties, including installation of ceramic tile, grout, and patch repairs.
- Performs new installation and repairs various floor coverings, including but not limited to, VCT, LVT, carpet tiles, and cove base.
- Performs a variety of plumbing repairs and maintenance, including but not limited to, restroom commode and sink fixtures, drinking fountains, snaking drain lines, and rerouting of plumbing.
- Refinishes and makes repairs to furniture, tables, and chairs.
- Delivers materials, equipment, and supplies to facilities.
- Furniture moves.
- Operates and transports heavy equipment, including small and large area mowers, lifts, and pick-up trucks pulling heavy equipment trailers.
- Operates a variety of hand and power tools.
- Use of elevated surfaces such as ladders, scaffolding, man lift.
- Maintain salt/brine logs.
- Performs playground equipment inspection and repairs.
- Performs snow removal including the operation snow blowers/throwers.
- Performs lawn care and maintenance to include mowing lawn, cutting shrubs, and maintaining flower beds.
- Responds to emergency calls to troubleshoot and make repairs.
- Assist with the event set-ups and take-downs as instructed.

- Performs Scheduled custodial tasks to include but not limited, clean classrooms, dusting, mopping, washing restrooms, garbage/recycling collection, waxing floors, carpet cleaning.
- Operates cleaning machines such as wax, carpet and scrubbers.
- Adhere to the school's communication and safety policies.
- Performs and supports all custodial tasks in a safe and timely manner.

PROTECTIVE CLOTHING/EQUIPMENT REQUIRED

Requires the use of personal protective equipment (PPE) such as gloves, safety glasses, medical gown, and apron, as dictated by the type of work being performed.

EQUAL EMPLOYMENT OPPORTUNITY:

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PHYSICAL REQUIREMENTS & WORK CONDITIONS

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, the job requires 10% sitting, 60% walking, and 30% standing.

Exposure to changing temperatures and weather conditions, frequent lifting and moving items of varying weight and size. Occasionally perform work beyond a standard 40-hour workweek when workload requires.

QUALIFICATIONS

Required

- HS diploma or GED certificate.
- Ability to perform tasks without constant supervision.
- Valid driver's license.
- Ability to lift and carry 50-70 lbs. with or without accommodation.
- Flexibility of working hours on occasion

SKILLS

- Professional working attitude.
- Collaborative approach with staff and volunteers.

ABILITIES

- Ability to work mornings and/or evenings.
- Ability to learn through on-the-job training.
- Ability to take direction and work with minimum supervision.
- Self-motivated.
- Attentive to details.

Preferred

- Experience working in a school environment.

How to Apply:

Send resume, cover letter, salary expectation and three references to:

Vanessa Solis, President
 Nativity Jesuit Academy
 1515 South 29th Street
 Milwaukee, WI 53215
 solisv@nativityjesuit.org