



MAINTENANCE COORDINATOR

Full-time, 12-month employee, non-exempt

High Meadows School in North Atlanta (Roswell), Georgia seeks a full-time Maintenance Coordinator. The School takes pride in hiring dynamic, compassionate, and diverse faculty and staff who are among the finest in their areas of expertise.

School's Mission Statement To celebrate and perpetuate each individual's quest for knowledge and skill, sense of wonder, and connection to the natural environment. We empower each to be a compassionate, responsible, and active global citizen.

Summary At High Meadows, we believe that children possess a drive for cognitive, physical, and social engagement—a drive that is developed and enhanced by an environment that promotes academic challenge, creativity, personal responsibility, and a positive self-image.

SCHEDULE: Monday-Friday, 9:00am - 6:00pm, with occasional Saturdays

QUALIFICATIONS:

- Must be skilled in several of the following categories: carpentry, drywall, painting, plumbing, electrical, trim work, cabinetry, tiling, doors/windows, concrete work, pressure washing, wood repair, gutter cleaning, carpet, stone work, HVAC, pool maintenance, etc.
- Maintain professional appearance and a positive attitude toward students, faculty, staff and parents at all times.
- Support the school's mission and vision. Represent the school and its community in a positive manner at all times.
- Work independently, as a team member, and as part of a community.
- Maintain confidentiality of proprietary information.
- Maintain a proactive approach to facilities maintenance. Report / address maintenance issues and safety hazards, injuries, or accidents.
- Communicate daily with the Facilities Manager on maintenance requests / issues and establish a workable, productive schedule.
- Must be flexible regarding scheduled hours. Must be on call during school closings, evening events, breaks, and holidays. May be required to work extra hours, weekends, or holidays for projects or school events.

DUTIES AND RESPONSIBILITIES:

Efficiently perform facilities and grounds maintenance including, but not limited to, the following:

- Light construction and repair of walls, roofs, floors, decks, railings, furniture, doors, windows, shelving, etc.
- Basic plumbing and electrical repairs / installation, including leaky fixtures, faucets, toilets, hose bibs, light fixtures, electrical appliances, etc.
- Maintain landscape around campus, including mowing, raking, mulching, blowing, planting, weeding, trimming, irrigating, etc. as required. Inspect trees for dead limbs. Remove hazards or supervise third-party contractors.
- Inspect playgrounds for safety hazards and make necessary repairs.
- Take initiative to paint or make repairs when necessary.
- Prepare for work by third-party contractors, including cleaning, landscaping, and new construction.
- Perform periodic inspections of facilities and grounds. Make recommendations to improve safety of buildings, grounds, and equipment, improve appearance, and reduce risk of danger or injury to persons using grounds and facilities.
- Inventory, store, and rotate cleaning and paper supplies monthly.
- Close facilities each afternoon after teachers and staff departure. Turn off lights, lock doors, and check overall status of buildings / grounds.
- Clean buildings, equipment, and grounds as needed.
- Identify, prioritize, and respond efficiently in a timely manner to routine / non-routine maintenance tasks and requests.
- Set up and take down for school events and meetings, including chairs, tables, portable stage, PA system, projectors, etc.
- Assist teachers with year-start and year-end classroom transitions to and from camp.
- Maintain school vehicles in good operating condition.
- Assist with school safety drills, policies and procedures.
- Attend scheduled meetings as specified by Facilities Manager.
- Perform other duties as assigned.

PHYSICAL REQUIREMENTS:

- Able to perform manual labor for an extended period.
- Effectively lift objects weighing up to 50 pounds.
- Able to ascend ladders to work in high places.
- Operate powered / hand tools, vehicles, and equipment safely and efficiently.
- Occasionally work in tight quarters, such as attics / crawl spaces.
- Work outdoors in varying weather conditions.
- Able to carry, climb, crawl, kneel, push, reach, bend, stoop, work above head, and walk for extended periods.

EDUCATION / SKILLS / EXPERIENCE:

- High School Diploma or GED.
- Trade certifications and / or licensing strongly preferred.
- Knowledgeable of state and federal code / regulations pertaining to sewer, water, garbage, and electrical systems.
- Valid GA driver's license.
- Knowledge of proper landscaping care and equipment usage.
- Basic computer skills, including email, word processing, radio and phone usage, etc. as needed to perform the job.
- Any combination of education, training, and experience that demonstrates ability to perform the duties and responsibilities as described.

The Campus

High Meadows School sits on 42 wooded acres in Roswell. The school is housed in several buildings spread across the two meadows on the property. We have an active barnyard on campus, serving as the home for horses, sheep, bunnies, chickens, and pigs. Faculty and staff must be comfortable traveling between buildings in all types of weather, participating in outdoor activities on the meadows and in the forest, and intermingling with animals.

High Meadows School is a COVID-19 vaccine-mandated employer. All new employees are required to provide proof of COVID-19 vaccination or be willing to get vaccinated within 30 days of employment. We will consider medical and/or religious exemptions on a case-by-case basis.

TO APPLY:

Please send cover letter, resume and hourly rate requirements to:

High Meadows School, Attn: HR@highmeadows.org or fax, 770-993-8331.

(Only candidates meeting the all requirements above will be contacted. Please, no phone calls.)

High Meadows School does not discriminate on the basis of disability, race, color, creed, national origin, religion, veteran status, sex, age or sexual orientation in employment, admission of students or in providing its services in any manner.

This job description may be revised at any time by High Meadows School. It not a contract of employment. All employment at High Meadows School is at-will, such that employment may be terminated by either party at any time.