



Facilities Team Member

Summary: Reporting to the Facilities Manager and the Operations Director, the Facilities Team Member will support the Facilities Team to ensure standards of cleanliness, sanitation, minor/intermediate maintenance of building and grounds, safety, and security are met. Maintain a safe, comfortable, and secure learning environment for students, staff, and the public.

Responsibilities and Duties may include, but are not limited to, the following:

- Perform preventive and minor/intermediate maintenance functions and maintain records.
- Perform, and maintain housekeeping throughout the building and grounds, including snow removal, sweeping sidewalks, mowing and trimming, spraying and removing weeds, watering and fertilizing lawns, and removing litter.
- Vacuum, sweep, dust/wash, remove trash, and mop equipment and/or property.
- Sanitize and maintain clean restrooms when required.
- Shampoo and extract carpets, scrub/strip, and re-coat tile floors.
- Move heavy items, including furniture, school orders, and landscape materials.
- Support upkeep of the building, equipment, pavement, and grounds maintenance needs.
- Support set-up and breakdown of equipment and furniture for after-school activities.
- Operate, inspect, and maintain light and medium-duty vehicles, facility tools, and equipment.
- Operate, inspect, and maintain irrigation systems. Startup and winterize.
- Maintain and repair fencing, playground equipment, fields, parking lots, etc.
- Report to Facility Manager on necessary building and equipment repairs.
- Keep a secure and safe building throughout the day and secure building at the end of the work shift.
- Perform other duties as assigned.

Education:

High school diploma/GED required.

Experience:

Previous experience in facility maintenance and/or custodial work is preferred. Must have the ability to interact positively and cooperatively with students, staff, and community. May be required to work flexible hours, especially for snow removal.

Skills, Knowledge & Equipment: This position requires basic math, language, and writing skills. Must have good communication skills and be able to relate positively and cooperatively with staff, students, and the community. Basic operating knowledge of most custodial indoor and outdoor equipment, as well as knowledge of small machinery.

Certificates, Licenses & Registrations: 2-hours asbestos awareness, FEMA training, CPR, after hire.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel; and reach with hands and arms. The employee frequently is required to stoop, kneel, or crouch; talk or hear; and taste or smell. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and/or move up to 50 pounds and occasionally more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually moderate.

Diversity of Duties: Duties require cross-training in minor HVAC, heating, plumbing, electrical, carpentry, and roofing repair and maintenance; grounds maintenance; hazardous materials handling; sprinkler system operation; blueprint reading; locker repair; painting; door hardware and furniture repair.

Job Classification: Non-Exempt, Full-time

Expected Pay Range: \$19.60/hr - \$25.00/hr, depending on experience and qualifications

How to apply:

Email the items requested below to employment@lincolnacademy.net

- Cover Letter
- Resume
- [Lincoln Academy Job Application](#)

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