

## Job Description: Maintenance Associate

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| Position Title  | Department   | Reports to       |
|---|--|------------------|
| Maintenance Associate   | Maintenance  | Facility Manager |
| Employment Status   | FLSA Status  | Effective Date   |
| <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time | <input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt | TBD              |

### **OVERVIEW OF WOODLAND SCHOOL**

Located just west of Stanford University, Woodland is an independent day school that offers a joyful approach to learning in a diverse, respectful, and inclusive environment for approximately 300 students in early childhood through eighth-grade. We have two sections of each grade level K- 8 with class sizes that average from 14-18 per class.

Woodland School specializes in education that inspires students by nurturing each individual's voice, intellect, and character. With rich content and an emphasis on inquiry-based and student-driven projects, students are empowered and encouraged to be active and engaged learners.

Our students' innate sense of wonder is the foundation of learning at Woodland School. Teachers craft meaningful, multisensory learning experiences which enable creativity, ingenuity, and deep interdisciplinary connections. Students explore and develop complex understandings that engender a sense of self and purpose in the world.

Woodland School's faculty create a school environment that is as supportive and nurturing as it is challenging, and they embody the core values of the school—stewardship, integrity, curiosity, resilience, equity, and respect. Our teachers apply best practices through collaboration, integrated curriculum, brain-based teaching and learning methods, and continued professional development. Our teachers are themselves learners, constantly searching for ways to improve their practice. A robust professional development program supports our faculty by connecting them to the best practices in pedagogy, curriculum development, educational technology, and student assessment.

Woodland School is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.

### **POSITION OVERVIEW**

The school Maintenance Associate plays an essential role in the general upkeep and maintenance of our campus. Duties will include physical activity that focuses on repairs, event set and tear down, painting and landscaping.

### **POSITION SPECIFICS**

The Maintenance Associate receives day-to-day direction from the Facility Manager and is expected to perform the following duties...

- a) Assist team members with daily maintenance functions as needed and directed by the facility manager.
- b) Performs minor repairs and maintenance as authorized by the facility manager.
- c) Landscaping duties will include trimming, blowing leaves, leaf pickup, planting, irrigation repair, and general outdoor maintenance.
- d) Pick up litter within the schools and on school grounds.
- e) Adheres to safety measures for cleaning, lifting, moving, and operating equipment.
- f) Advise Facility Manager on matters relating to mechanical equipment and/or building maintenance.
- g) Performs minor painting to walls, rails, playgrounds and other areas of the school.
- h) Keeps all equipment in a good state of repair and cleanliness.
- i) Event set-up and tear down

### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Minimum of 3 years maintenance experience desired
- Successful passing of LiveScan Security background check.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The position can be physically demanding. Reasonable accommodations may be made if requested in advance.

### **HOW TO APPLY**

Candidates for this position should submit a cover letter, resume, and contact information for a minimum of three references. Please combine all documents into a single PDF and send to HR@woodland-school.org.

### **NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

*Woodland School does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin in the administration of its educational or admission policies, financial aid distribution, or other school programs. Woodland School is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.*

**[WWW.WOODLAND-SCHOOL.ORG](http://WWW.WOODLAND-SCHOOL.ORG)**