



Position Title:	Sexton
Date Modified:	January 2020
FLSA Classification:	Nonexempt
Reports to:	Assistant Director of Facilities
Position Purpose:	Perform facilities and equipment maintenance tasks on the School's Main and South campuses to ensure care and upkeep of both campus properties.
Work Hours:	9:15a.m. - 6:15pm (hours may change according to department needs)
Work Calendar:	Full Year
PTO Designation:	Staff (<i>blackout dates may apply</i>)

Description

The Sexton reports to and works with the Assistant Director of Facilities in responding to facility and general office requests, ensuring facilities and office services are maintained and run smoothly; and to perform day-to-day maintenance, cleaning, and event setup for the physical plant. This individual performs general maintenance and building repairs including, but not limited to, carpentry, non-licensed electrical, HVAC, gas, painting, and plumbing repairs.

Essential Functions

- Identifies and notifies Assistant Director of Facilities of any major repairs or equipment failure.
- Is available for all personnel for any building issues (climate control, odors, smoke, spills, damage, emergencies and repairs).
- Works independently without direct supervision.
- Works well with a diverse group of people and in a team environment.
- Walks the grounds daily to inspect for maintenance issues and remove trash and debris, including the staff and guest parking lots.
- Assists Assistant Director of Facilities with organization of main supply room, as well as with deliveries and distribution of campus supplies.
- Performs porter duties in the dining hall and, for various events; completes event setups per setup request forms and assists other sextons with large event setups.
- May perform errands, including the purchase of materials, as instructed by the Assistant Director of Facilities.

- Provides support to the Assistant Director of Facilities in coordinating access and workflow for various vendors.
- Has a general knowledge of landscape work.
- Adheres to *school policies* in all areas of the school's operation.
- Supports the *Employee* and *School Handbooks*.
- Exhibits the behaviors described in the *Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence* and complies with *Physical Requirements and Work Environment*.
- Is assessed through the *Professional Growth and Evaluation Program*.

Essential Tasks

- Monitors comfort level and safety conditions of campus.
- Monitors and replaces light bulbs in all facilities as needed.
- Makes minor plumbing repairs, as necessary.
- Dismantles and installs furniture; hangs pictures and shelving as needed.
- Coordinates and assists with employee office moves.
- Performs basic electrical work.
- Sets up, and breaks down tables, and chairs for school events and meetings.
- Transports goods or equipment as assigned.
- Performs cleaning duties necessary to maintain immaculate facilities.
- Works outside of assigned work hours when needed.
- Promptly responds to facility related emergencies and takes necessary measures to ensure continuation of campus program functions under the direction of the Director of Facilities and/or the Assistant Director of Facilities.
- Assists Housekeeper with setup and teardown of events when needed.
- Returns furniture and furnishings to original position following events.
- Completes daily work per work orders and submits all required paperwork on a timely basis.
- Contributes positively to employee morale; maintains a positive, pleasant demeanor to all constituencies.
- Interacts with parents and visitors in a professional manner.
- Represents and promotes the school at various school events
- Demonstrates a willingness to work as part of a team by being service-oriented, flexible, and reliable when helping co-workers accomplish their jobs/tasks at hand.
- Actively participate in the life of the school where appropriate and relevant to the priorities of the Facilities Department.
- Meets the basic expectations in compliance with the School's evaluation system.
- Performs other tasks and duties as assigned by the Head of School and/or supervisor including extracurricular.
- Completes various *Tasks* related to the *employee's yearly goals* and/or the department goals.

Qualifications

- One to three years' experience in a large facility as a maintenance technician.
- Must possess a current driver's license.
- High school diploma or a general education degree (GED), preferred.
- Must have basic computer and math skills.
- Must have working knowledge of facilities duties
- Must be a self-starter
- Ability to understand written and oral instructions.
- Ability to interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Working knowledge of building housekeeping methods and procedures.
- Knowledge of O.S.H.A. requirements and the ability to routinely follow those guidelines and requirements.

Physical Requirements and Work Environment

- Occasionally lift up to 75 pounds.
- Ability to work on a ladder up to 20 feet; work on roof and other high areas.
- Works in varied extreme outside weather conditions daily and during school events, special activities and fundraising events.
- Ability to work in a fast-paced environment dealing with a wide variety of challenges and deadlines.
- Regularly exposed to mechanical and electrical components, fumes or airborne particles
- Ability to work in an environment with a high noise level.
- Perform duties that require standing for long periods of time, walking, bending, climbing, reaching, pulling, pushing.