



Job Title: Building & Grounds Maintenance Team Member

Wage/Hour Status: Full Time – 12 month, Non-Exempt Hourly Wage

Reports to: Director of Facilities

Qualifications:

1. HS Diploma or equivalent or college degree
2. Two years of related work experience.
3. Valid Drivers License.
4. CPR & First Aid Certification preferred.

Responsibilities and Duties:

1. Maintain open lines of communication with students, parents, alumni, and TA community members.
2. Maintain a professional relationship with colleagues, students, parents, and the TA community.
3. Participate in professional development as desired or as requested.
4. Demonstrate behavior that is professional, ethical, and responsible, including professional dress.
5. Demonstrate awareness of school-community needs and meet those needs when possible.
6. Follow the policies established by all relevant school, local, and state agencies.
7. Present a positive role model for students that support the mission of the school.
8. Perform other duties as assigned.

The Buildings and Grounds Maintenance Team Member maintains school buildings and grounds to ensure they are in top condition to allow full and proper use of the physical plant. In addition, this position cares for the interior of all buildings on campus and assists with the grounds maintenance. Reporting to the Director of Facilities, this position is a vital member of Tuscaloosa Academy's facility department.

General:

1. Assist in maintaining school buildings and grounds to ensure they are in top condition; work with the mindset of 'no job is too small'.
2. Assist in promoting the safety, health, and comfort in school buildings and grounds.
3. Maintain a high standard of safety, cleanliness, and efficiency in all maintenance and repair projects. Ensure that space use is effective and efficient.
 - a. Wear proper safety equipment as appropriate.
4. Perform preventive maintenance, repair, and installation in connection with:
 - a. Electrical, plumbing, and HVAC systems.
 - b. Exterior and interior of buildings including walls, windows, doors, cabinets, shelves, etc.
 - c. Exterior school grounds, lawn, flower beds, etc.
5. Move equipment and materials within and between school buildings.
6. Work overtime when emergencies arise in order to prevent disruption of the school.
7. Complete custodial and housekeeping tasks when necessary.
8. Assist with deliveries on campus.
9. Keep abreast of new information, innovative ideas, and techniques.
10. Make recommendations for improvement in the effectiveness and efficiency of the maintenance operations of TA.
11. Perform regular inspections of equipment and systems, reporting any abnormalities and hazards immediately.

12. Adhere to TA policies at all times with particular attention to precautions. Reports all significant issues and all injuries to the Director of Facilities on an immediate basis.
13. Other duties as assigned by the Director of Facilities or Head of School

Mental Demands/Physical Demands/Environmental Factors:

Occasional travel, prolonged and irregular hours, frequent standing, bending, stooping, walking, and using hands. Physical exertion to manually move, lift, carry, pull, or push heavy objects or materials. Employee is required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. Must work indoors and outdoors year-round. Able to work in noisy/crowded environments with possible dust, fumes, and odors. Maintain emotional control under stress and maintain a positive attitude when interacting with all stakeholders.