



Maintenance Technician

School Description

Santa Catalina School is a vibrant, independent, Catholic school offering student-centered co-education to PreK through grade 8 and an all-girls' boarding and day college preparatory upper school serving grades 9 through 12. *Santa Catalina exists to develop in each student a striving for excellence, a maturing awareness of moral and spiritual values, a sense of responsible purpose, and a determination to serve the world with courage, grace, and compassion.* With the cornerstones of excellence, spirituality, service, and responsibility, the school is committed to providing a supportive learning community for each student to grow in their intellectual, personal, and spiritual life, making Santa Catalina a transformational educational experience for its students.

Position Summary

Santa Catalina School, a nationally recognized PreK-12 independent Catholic school in Monterey, California, is seeking a full-time Maintenance Technician to be a part of the facilities team. This full-time, non-exempt position reports directly to the Maintenance Supervisor and is responsible for the day-to-day work related to the mechanical systems and structural elements of the classroom, residence, and community buildings on campus.

Position Description

The Maintenance Technician is responsible for the upkeep and repair of all buildings and systems on campus as part of the facilities team. The tech performs a variety of tasks including, but not limited to, plumbing maintenance, HVAC repairs, painting, carpentry, and general repairs and maintenance. Although the tech is not expected to be an expert in all areas, general knowledge of as many trades as possible is valuable. Duties also include routine inspections, preventative maintenance, and addressing immediate repair and event set-up needs. The day-to-day of this position is varied and physically demanding at times. Much of the work required for this position is performed outside in varying weather conditions. The tech is required to be on-call after hours on a rotational basis with other members of the facilities team.

Santa Catalina School believes that each employee makes a significant contribution to its success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.



Santa Catalina School

Essential Responsibilities

- Conduct preventive and on-demand maintenance work daily
- Facilitate staff and faculty requests for event set-ups and breakdowns
- Help ensure the overall health and safety of mechanical systems on campus
- Assist with parking control during large events at school
- Help facilitate student drop-off and pick-up daily for the Lower and Middle School
- Be available on-call for night/weekend emergencies on a rotational basis

Other Responsibilities

- Other duties as assigned

Qualifications

- High school diploma or equivalent required
- 3-5 years of experience as a maintenance technician or in a related field
- A commitment to the mission and identity of Santa Catalina School
- A desire to participate fully in the Santa Catalina community
- Successful completion of a LiveScan criminal background check as required by law
- Valid CA driver's license with a clean driving record

Competencies

- Basic to moderate knowledge of building trades (plumbing, electrical, carpentry, HVAC, etc.) and maintenance
- Excellent communication and interpersonal skills
- Approachable and welcoming demeanor
- Ability to work as part of a team to accomplish tasks on a daily basis
- Great attention to detail
- Digital literacy including Google Workspace applications
- Able to work well under time pressure and able to meet tight deadlines
- Cultural competence and enthusiasm for working with a diverse and dynamic community
- Strong interpersonal skills, including good listening, humor, tact, intuition, and confidentiality
- Understanding of the dynamics of a school community
- Commitment to professional growth and education

Supervisory Responsibilities (if any)

This position does not supervise other employees.



Working Conditions and Compensation

- Ability to be physically active in order to access by foot or mobile cart any and all areas of campus and to attend meetings and other job-related gatherings
- Ability to work in various positions, including, but not limited to, standing, bending over, crouching, sitting, reaching, driving (a cart) for extended periods of time, and needing to lift up to 50 lbs.
- Additional time may be required beyond a normal day or week for evening and weekend emergencies or events
- Work in a school environment with a wide variety of challenges, deadlines, and people
- Santa Catalina School offers competitive insurance and retirement benefits
- Salary Range: \$22.00-\$29.00 per hour depending on experience

Equal Employment Opportunity

Santa Catalina School is an equal-opportunity employer. Employment at Santa Catalina School is based solely on qualifications and competence for a particular position, without regard to race, color, creed, religion, sex (including pregnancy, childbirth or related medical conditions and reproductive health decision-making), sexual orientation, gender, gender identity, gender expression, marital status, national origin, physical disability, mental disability, medical condition, genetic characteristics, citizenship, military or veteran status, off-duty and off-premises use of cannabis, age, victims of a qualifying act of violence or other categories defined by state law, federal law or local ordinance.

To Apply

Interested candidates should visit our website to complete and submit an application, resume, and cover letter:

<https://www.santacatalina.org/upper-school/who-we-are/employment>

Electronic submission of candidate papers in .pdf format is preferred.

Santa Catalina provides reasonable accommodations to employees and applicants with disabilities. Applicants who need accommodations to participate in the application process should contact employment@santacatalina.org.