



Title: Maintenance Technician
Reports To: Director of Facilities
Status: Full-time, temporary
Start Date: Immediately

About Woodstock Day School

Founded in 1973, Woodstock Day School (WDS) is a progressive, independent school set on a 40-acre campus in New York's Hudson Valley. Located midway between the towns of Woodstock and Saugerties and roughly two hours north of Manhattan, WDS is a board-certified member of the New York State Association of Independent Schools and offers a unique and inclusive educational experience to approximately 200 students from nursery school through grade twelve.

WDS believes that there is no such thing as an "average" student, and our combination of purposefully small class sizes, intensely committed faculty and a culture of individual respect empowers our students to aim high, shape and achieve their personal goals, and prepares them to make a positive difference in a complex world. Added to the program in 2003, our middle and upper schools offer outstanding programs for grades 6-12, helping students discover their passions, achieve academic and personal excellence and demonstrate a commitment to service. WDS actively seeks to build a diverse community of educators.

Summary

Under general supervision, the Maintenance Technician performs a variety of general maintenance duties which include electrical, mechanical, carpentry, and construction in the maintenance and repair of school facilities and equipment.

Skills

- Thorough knowledge of proper safety techniques and procedures while using chemicals, power tools, hand tools and equipment; and proper lifting techniques

- Ability to operate heavy equipment; understanding of methods, techniques, materials, tools and equipment used in maintenance, repair and electrical work; to use required tools and equipment skillfully and safely
- Knowledge of department and school policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations
- Understanding of building codes, preferably “International Building Code” (IBC)
- Ability to learn and apply proper maintenance procedures and use of equipment and supplies; to follow procedures installing, testing, operating or repairing machinery or technology systems
- Knowledge of occupational hazards and standard safety practices and Safety Data Sheets and school/department emergency procedures
- Ability to understand and follow written and oral directions and to perform work independently

Communication

- Ability to establish and maintain effective and cooperative working relationships with employees.
- Ability to interact and communicate effectively in a tactful and courteous manner with a variety of people, including students, employees, faculty, and the public.
- Ability to manage interpersonal conflict situations requiring tact, diplomacy, and discretion; ability to verbalize understanding of a problem or situation, ask relevant questions for clarification, and explain it to others; follow instructions or work orders; and/or read routine sentences, instructions, regulations, or procedures; complete routine job forms and incident reports; and/or communicate routine information regarding daily activities.

Decision Making and Analysis

- Requires limited decision making; perform manual duties; operate in a safe and efficient manner.
- Ability to understand and follow written and oral directions
- Ability to complete assignments without immediate supervision; to perform all essential functions using safe work methods and following safety regulations relating to job

Equipment/Software

- Use computers for data entry and/or handle, use, or repair hand-held power equipment, tools and/or light machinery.

Physical Demands and Work Environment

Regularly required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls; and talk or hear. Occasionally required to sit. Frequently must squat, stoop, or kneel,

reach above the head, and reach forward. Daily uses hand strength to grasp tools, supplies and equipment. Occasionally climbs ladders. Frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.

Regularly works indoors and outdoors. Occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. Frequently exposed to risk of electrical shock, mechanical hazards, explosive hazards, burn hazards, chemical hazards. Meet deadlines with severe time constraints. Moderate noise level. Frequently exposed to wet and/or humid conditions; fumes or airborne particles; outside weather conditions; extreme cold; extreme heat.

Education

Completion of high school/GED and three years related maintenance work experience.

How to Apply:

To apply, please submit a letter of interest and resumes as attachments, via e-mail to careers@woodstockdayschool.org, Please include Maintenance Technician in the subject line.

Employees are required to follow all COVID-19 protocols for K-12 schools as determined by NYS and any additional protocols as set forth by the school administration, including a requirement that all staff and faculty be vaccinated for COVID-19.

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The Woodstock Day School is committed to a work environment in which all individuals are treated with respect and dignity. WDS prohibits all forms of unlawful discrimination, harassment and retaliation, including behavior which targets an individual or group based on perceived or actual characteristics, such as but not limited to: race, color, religion, creed, sex (including pregnancy, childbirth and related medical conditions), national origin, age, disability, military service, veteran status, marital status, partnership status, sexual orientation, familial status, gender identity, gender expression, transgender status, genetic predisposition or carrier status, alienage, citizenship status, caregiver status, status as a victim of domestic violence, sex offense or stalking, unemployment status, status as a certified medical marijuana patient or any other legally protected classification.

