



### **Maintenance & Groundskeeper**

The Maintenance & Groundskeeper is responsible for daily operations of the building and grounds to include maintenance and repair work, lawn care and snow removal, ensuring a safe environment for students, staff and visitors. Working closely with the school's Facilities Committee, this position will effectively and regularly use observations and data to assess building needs and plan accordingly. The ideal candidate will be mechanically inclined, a self-starter, able to work independently, highly motivated, organized, optimistic, problem solver, adaptable, and communicate positively and effectively.

**Reports To:** Associate Director

### **Mission**

Preparing every student for tomorrow by nurturing the love of learning today.

### **Vision**

Creating a space for students, families, and community members to thrive as they collaborate to learn, to celebrate, and to serve one another.

### **Core Values**

- Independent thinking and self-reliance through purposeful work
- Inclusivity in our community and a sense of belonging for all
- Compassion for others and the environment around us
- A vision for peace through social change

### **About Oak Hill Montessori Community School**

Building on a rich, 60-year legacy, Oak Hill Montessori transitioned to a Public Charter School in 2021 to increase accessibility of an authentic Montessori education. Oak Hill Montessori Community School (OHMCS) is proud to provide a unique point-of-view in education driven by the intrinsic motivation of students. We offer challenging academics while equally valuing social and emotional learning.

We serve children 16 months through 8th grade with our lower school being tuition based, and upper school being tuition-free.

### **General Summary of Position**

This position is a flexible 8 hour shift Monday- Friday, dictated as needs arise. Normal working hours are 7:00 a.m. - 3:00 p.m., Monday- Friday. This is a full-time, year- round, hourly non-exempt position.



**Responsibilities include:**

- Conduct ongoing general maintenance, upkeep and repair, responding to maintenance requests and building needs
- Keep the building and premises including sidewalks, grounds, play areas neat and clean at all times, including mowing, leaf blowing and snow removal and salting (courtyard, sidewalk and other shoveled areas)
- Landscaping duties: mowing, tree trimming, leaf blowing, weeding, and seeding as necessary to maintain the grounds.
- Monitors incoming maintenance requests, performing minor repairs and maintenance of property and building, and coordinating contracted/vendor services for items out of purview.
- Assist with loading and unloading of materials
- Move furniture or equipment within building as requested for various activities
- Inventory management
- Initiates and monitors facilities plans, including but not limited to, Indoor Air Quality (IAQ) and Lead Water Testing.
- Maintain the organization of storage room and supplies, garages and basement
- Liaison with custodial contractor (team cleans every evening), but would perform immediate custodial needs as they arise (ie, mopping up spills, overflowing toilet, etc)
- Liaison with additional outside contractors, including snow removal, security and fire system vendors

**Qualifications:**

- High School Diploma or GED
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work
- Ability to work in poor weather conditions, including heat, cold, rain or snow
- Ability to work above ground from ladders, etc.
- Physical and mental demands, work hazards
- A valid driver's license with ability to drive to pick up equipment and supplies as needed.
- Be able to climb ladders and stairs, stoop, kneel, bend and lift up to 50 lbs.



**Salary & Benefits:** \$25-28 based on qualifications and experience

**How to Apply:** Persons interested in applying should send an email to [apply@ohmcs.org](mailto:apply@ohmcs.org) with the following application materials attached:

- Cover Letter
- Resume

Final candidates will be invited to interview with the OHMCS Associate Director and Executive Director. Final appointment to this position will be contingent upon completion of a criminal background check.

**Application Deadline:** Applications will be reviewed on a rolling basis upon receipt. Oak Hill Montessori Community School (OHMCS) is an equal opportunity organization committed to diversity and equity. As such, OHMCS believes that each individual is entitled to equal opportunity without regard to sex, color, race, ancestry, religion, national origin, sexual orientation, gender identity, age, physical disability, marital status, veteran status, or any other characteristic protected under federal or state anti-discrimination laws. OHMCS's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline and all other terms, conditions, and privileges of employment.