

Job Posting Form

Date Posted: 8/17/20

Send resume to: Mike King mking@nativityschool.net

Type of Employment: Summer: Part-Time: If part-time, # of hours per week _____ Full-Time:

Job Title of Open Position: Maintenance Assistant

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: Nativity of Our Lord Department Maintenance

Location Address: 26 Thorn Avenue, Orchard Park NY 14127

Employer website: nativityofourlordop.com

Brief Job Description

The Maintenance Assistant is responsible for maintaining the cleanliness of the building and assisting with a variety of semi-skilled manual work in the maintenance, repair and energy management of school buildings.

Qualifications: Required Education/Experience

Preferred: Trade school certification; 3-5 years custodial experience; Associate's Degree

Minimum: High school diploma and 1-2 years prior experience;

Desired Skills

- Ability to make routine repairs and adjustments to a variety of mechanical equipment
- Must be able to lift at least 50 pounds.
- Finish tasks in a timely manner.
- Ability to understand and follow routine oral and written instructions
- Ability to get along well with others
- Mechanical aptitude
- Industrious and dependable
- New York State Driver's license in good standing; reliable transportation to get from site to site as required.
- Some mechanical aptitude, and/or experience with hand tools.
- Must be observant, be able to identify potential problems and correct them before they become actual problems.
- Ability to work evenings, weekends, and holidays as needed for events.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **October 1, 2020.**