

The Denver Waldorf School
Facilities Manager's Assistant
Job Description

PURPOSE

The primary purpose of this position is to assist the Facilities Manager in maintaining the building systems and in caretaking the grounds.

ACCOUNTABLE TO: The Administrator

REQUIREMENTS

1. Openeness to Waldorf education and its principles.
2. Ability to manage several projects at once.
3. Flexibility and willingness to work beyond scheduled hours, including weekends and school vacations, as necessary.

MAJOR DUTIES AND RESPONSIBILITIES

Assist in:

- Routine maintenance needs
- Snow removal
- Repair, cleaning, and maintenance of building equipment
- Repair and maintenance of sprinkler system, including sizing for flow and coverage
- Lawn care, trimming of bushes and trees, weeding, clearing dead bushes
- Replacing light fixtures, ballasts, outlets, switches
- Upkeep of playground equipment and fencing
- Re-keying entrance locks and in door knob and key replacement
- Repair and maintenance of small plumbing needs
- Filter replacements
- Painting and refinishing
- Responding to staff work requests
- Cleanup of overflowing toilets, vomit, or other accidents
- Garbage and recycling removal
- Repairs to desks and chairs
- Ordering mulch and sand

Be prepared to respond to other tasks pursuant to the successful operation of the facilities and grounds.