

**NOTRE DAME DE SION SCHOOL  
POSITION PROFILE**

Position Title: Facilities Staff  
Date effective: April 1, 2017  
FSLA Classification: Non-Exempt  
Line of Authority: Assistant Director of Facilities & Operations, Director of Facilities & Operations

**POSITION OBJECTIVE**

Individual must be a highly motivated and innovative to perform semi-skilled and skilled tasks in connection with the operation and maintenance of the school's buildings and grounds.

**ESSENTIAL JOB RESPONSIBILITIES**

- Prolonged standing, walking, bending and stooping; lifting and carrying heavy objects on level surfaces and/or stairways, on ladders and on scaffolding up to 25' high
- Use a variety of hand tools and small power tools
- Requires re-lamping of a variety of lighting fixtures
- Use a variety of light duty custodial equipment and tools, including but not limited to: Mops, brooms, dusters, etc.
- Requires outside landscaping work such as mowing grass, trimming hedges and borders, planting, and snow / ice removal using both hand and power equipment
- Requires the use of a variety of grounds maintenance equipment such as riding mowers, hand mowers, chippers, leaf vacuums, blowers, edgers, etc.
- Requires the use of outdoor power equipment such as chain saws, snowblowers, chippers, pressure washers, etc.
- Requires general labor and responsibility for event set-ups, deliveries and moves
- Requires the operation of pickup trucks, vans, tractor, truck mounted snowplows, power lift equipment and other heavy duty mechanical equipment
- Requires basic plumbing repair
- Requires painting and staining
- The job requires the use of Personal Protective Equipment (PPE) for all jobs or tasks requiring PPE equipment
- General labor and responsibility for event set-ups, deliveries and moves
- Basic understand and care of building

- Willingness to learn and expand trade knowledge of maintenance and facilities
- Other duties as assigned

#### QUALIFICATIONS AND REQUIREMENTS

- Possess an active and valid driver's license
- Ability to occasionally lift up to 30 lbs.
- Ability to express ideas clearly and concisely, both orally and in writing
- Work primarily in a traditional climate controlled environment
- Work intermittently in outside weather conditions, including extreme heat and cold
- Ability to operate independently during shift
- Working knowledge of Notre Dame de Sion School organizational policies and procedures including appropriate human resources compliance
- An ability to recognize problems and implement the appropriate solution
- Work requires physical effort and manual dexterity
- Sufficient vision (with correction) to read and to observe more distant objects
- Hours and shifts may vary

The above description covers the most significant duties performed, but does not exclude assignments not mentioned.

Please send cover letter and resume:

Attn: Gina Moffitt, Director of Human Resources, [gmoffitt@ndsion.edu](mailto:gmoffitt@ndsion.edu), all application materials due as soon as possible.