



MADEIRA

General Maintenance

The Madeira School is seeking a Maintenance team member for the Facilities Department. Madeira is an independent boarding and day school that educates girls in grades 9–12. The scenic 376-acre campus is just 10 miles from Washington, DC. Enrolling students from 20 states and 42 countries, Madeira was founded with the vision of leading innovation in girls' education and the mission of launching women who change the world.

Responsibilities include:

- Performing minor repairs and/or replacement of plumbing fixtures, valves and other devices as required
- Performing minor repairs and/or replacement of electrical fixtures, devices, and appliances as required
- Performing minor carpentry work as required to repair windows, doors, hardware, screens, and furniture
- Performing minor boiler and HVAC maintenance
- Performing Weekend Duty Rotation, every 4th week, at the Waste Water Treatment Plant (training provided)
- On-Call after regular working hours during rotation week (Wednesday through Tuesday)
- Performing preventative maintenance on equipment and machinery
- Observing and reporting, through the work order system, any and all defects, deterioration, and wear and tear on the facilities
- Assisting as required and cooperating with all staff in the performance of day to day duties and responsibilities
- Assisting as required and/or directed with snow plowing, snow and ice removal, and lawn and shrubbery care around the school campus
- Assisting with graduation and other major events held on the school campus throughout the year

Miscellaneous – Working Conditions and Physical effort:

- Maintenance is a physical job that will require several hours daily of: Standing, kneeling, bending, walking and climbing stairs in the performance of property inspections and management duties
- Lifting and the ability to carry 50 pounds or more
- Able to work on ladders of all types including but not limited to step and extension ladders (up to 40'), and on power assisted elevated working platforms (scissor lifts, etc.)

- Exposure to hot/cold, wet/humid weather conditions and dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises
- Position is considered as “Essential Personnel” and is expected to report to work when school is closed due to power outage or weather conditions
- Overnight stay may be required during inclement weather
- Performing other duties/assignments as required by supervisor

Requirements:

- High School Diploma, or GED
- Ability to work within the overall organization of the Facilities Department and work with skilled and unskilled personnel as well as administrators
- Ability to work in an independent, unsupervised atmosphere
- Must possess good oral and written communication skills and be able to follow oral and written instructions. Ability to express ideas effectively and concisely
- Ability to safely lift 50 pounds
- Must possess knowledge and technical skills required for the repair and maintenance of plumbing, heating, and electrical systems, fixtures, devices and applications
- Must possess and maintain a valid driver's license
- Must be accessible and available in the event of emergencies or when needed to meet the ongoing missions of the school

To apply, please submit your letter of interest and resume to hr@madeira.org.