

Mariners Christian School Job Description

Title: Facilities Maintenance Associate

Start date: Immediately upon completion of hiring procedures.

Job type: Full-time

FLSA: Non-exempt Hourly

Traditional School Year: 10-month position (August through June)

Hours: Monday – Friday 8hrs/day, 40hrs/week. Daily schedule TBD

Starting Range: \$20.00-\$25.00. The rate of pay within the specified range may be adjusted at any time by the appointing authority based on the candidates' qualifications, prior experience, education level, etc.

Reports to: Chief Operating Officer

Position Summary:

The Facility Maintenance Associate is responsible for supporting the day-to-day physical operations on campus, including maintaining general cleanliness and functionality of building & grounds, general resources, FF&E, supporting resource and activity needs for staff, instruction and special events and providing quality-control oversight of janitorial, landscaping and other environmental needs. Responsibilities also include maintenance, repair, improvement and special project tasks as assigned.

General Responsibilities:

- Conduct regular rounds to monitor all areas of building interior including classrooms, offices, hallways, restrooms, storage and utility rooms, stairwells, etc. and campus exterior including lunch areas, blacktop, playground, field, landscaping, etc. for cleanliness and proper maintenance. Perform immediate and essential cleaning and maintenance as needed.
- Set up and put away general use furniture and equipment for activities and events.
- Identify and report maintenance/repair needs that require significant expenditure and/or strategic input for resolution.
- Perform maintenance and repair tasks where applicable.
- Assist with other maintenance, repair, improvement projects or support as assigned.

PM Shift Responsibilities:

- Maintain lunch areas, patios, lunch tables, etc. clean throughout the afternoon.
- Maintain and repair inventory of school furniture, fixtures and equipment.
- Provide quality control feedback on contracted facility services including janitorial, landscape, HVAC control, waste removal and other facility-related support services. Report on quality of delivery issues to the Director of Operations for resolution.
- Monitor and maintain inventory of janitorial and PPE supplies.
- Conduct closing rounds: verify electronic systems off, building and vehicles secure, campus prepared for evening and following morning activities.

Minimum Qualifications:

- High School diploma or GED
- Valid California Driver's License
- Ability to climb ladders, use basic tools/equipment, lift 40 lbs.

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Preferred Experience/Qualifications:

- Mechanically inclined, proactive, good problem solver
- Previous experience in custodial/facility support, contracting or service industry preferred.
- Mechanically inclined, proactive, and can troubleshoot and know when to escalate to supervisor.
- Previous experience in custodial/facility support, contracting or service industry preferred
- Familiarity with interpreting repair manuals, and basic mechanical, electrical, and plumbing skills is preferred.
- Strong organizational skills, attention to detail, good time management, and a professional attitude
- Prior experience in general maintenance or related fields (e.g, construction or plumbing) is helpful.

Non-discriminatory policy:

It is and shall be the policy and practice of Mariners Christian School in the hiring of employees that the school will not discriminate on the basis of the applicant's race, age, genetic information, color, gender, nationality, or ethnic origin. We do reserve the right to screen applicants on the basis of religious preference.

Each employee of Mariners Christian School must:

- Have received Jesus Christ as his/her personal Savior, be able to articulate a relationship with Him, as well as provide evidence of regular church attendance.
- Maintain a lifestyle consistent with the moral standards stated in the Mariners Christian School contract and the Declaration of Moral Integrity.
- Be in agreement with and sign the MCS Statement of Faith.
- Have criminal history clearance expressly for MCS. (Fingerprinting to be arranged at hiring.)

How To Apply :

Please send a copy of your resume and MCS employment application to hr@marinerscs.org

You may download the MCS employment application here:

<https://marinerschristianschool.com/wp-content/uploads/2025/10/MCS-Staff-Employment-Application.pdf>