Employer

Le Jardin Academy, located in Kailua, HI, is an International Baccalaureate World School offering students a world-class education from pre-kindergarten to twelfth grade. Founded in 1961, Le Jardin Academy now serves over 840 students across two campuses. Its graduates attend the best universities across the world and are equipped to serve in whatever community they reside.

Position

Job title	*General Maintenance Associate*
Reports to	*Director of Facilities*

Job purpose

Responsible for the general maintenance of the campuses as directed.

Essential duties and responsibilities

1. Performs duties campus-wide, as assigned by Director of Facilities, including:
    a. HVAC
    b. Lighting
    c. Painting
    d. Landscaping
    e. Inspections
    f. Other light repairs
    g. General cleaning
    h. Other duties, as assigned
2. Assists Director of Security as needed

Performance Expectations

- Ability to listen and take direction well
- Responds promptly, positively, and appropriately to requests for assistance or service by Supervisor or others with professionalism and calm demeanor
- Is a team member, willing to work effectively, cooperatively and collaboratively with others and to share own expertise for the benefit of the school
- Performs work with a high degree of quality and competency
- Projects a positive, helpful and professional demeanor in working with others
- Possesses good interpersonal and communication skills with students as well as adults
- Acts as a role model when interacting with students
- Uses tact and diplomacy at all times
- Maintains a consistent record of job completion and follow through
- Ability to work in an environment that has many interruptions and multiple demands
- Must be able to work flexible hours, including some Saturdays, holidays and evenings

- Absenteeism and tardiness disrupt workflow and service and can cause undue hardship on fellow employees. Regular and timely attendance each workday is an essential condition of employment
- Observes and abides by Le Jardin Academy's employment policies, acceptable conduct guidelines and established procedures, operational work protocols, and safety procedures

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or experience

- High school diploma or general education degree (GED); or one year related experience and/or training; or equivalent combination of education and experience
- Experience working in a school setting preferred
- Three years maintenance experience, e.g., electrical, painting, carpentry, etc.

Mathematical and language skills

- Must be able to read and comprehend simple instructions, short correspondence, and memos
- Must be able to write simple correspondence and effectively present information in one-on-one situations
- Must be able to add and subtract 2-digit numbers and to multiply and divide with 10s and 100s using weight measurements, volume, and distance

Physical requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
While performing the duties of this job, the employee is:

- Frequently required to stand, walk, use hands to manipulate, handle, grip and feel objects, utensils, tools or controls
- Frequently required to reach with hands and arms
- Frequently required to climb, balance, stoop, kneel, crouch, crawl, and twist
- Frequently required to lift, push, pull and/or carry items and objects up to 50 pounds, with a minimum of 25 pounds lifted and carried
- Occasionally required to lift, push, pull and/or carry items and objects up to 60 pounds
- Specific vision ability required by this job is 20/20 vision (corrected or uncorrected)
- Specific hearing ability required by this job is the ability to pass a hearing test (corrected or uncorrected)

Work environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly exposed to heat and cold
- The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals
- The employee is required to wear long pants, covered shoes and school shirt
- The noise level is usually moderate, occasionally loud

Details

- Department: Facilities
- Status: Full-time
- FLSA Status: Non-exempt
- Work year: Twelve month
- Work hours: Must be able to work flexible hours, including some Saturdays, holidays and evening