



Building Maintenance Technician

The Wheeler School, a co-ed. N-12 independent day school of approximately 800 students in the College Hill neighborhood of Providence, RI, is seeking a Building Maintenance Technician. Founded by visionary educator and artist Mary C. Wheeler in 1889, Wheeler is a school committed to challenging academics, a rich performing and visual arts curriculum, and innovation. Our urban campus is supplemented by a 120-acre farm campus, which is the site of seven fields, tennis courts, a field house, and provides many experiential learning opportunities for students of all ages.

Ideal candidates for faculty and staff positions at Wheeler are people with a sense of humor, warmth, and humility. The Building Maintenance Technician is a full time, non-exempt position, assigned to the Operations Department who reports to the Plant Manager. This is a “hands-on” position performing daily facility and grounds maintenance services along with other staff members. All members of the Operations Department are tasked with being first responders to crisis management situations that may arise including fire, chemical spills, active shooter, power outages, and weather related emergencies.

Primary Responsibilities:

- Identify buildings and grounds maintenance needs that require immediate attention
- Maintain records of any work and inspections done on-premises
- Account for inventory of repair supplies used
- Perform maintenance and repair tasks to windows, doors, shades, locks and hardware
- Perform carpentry including repairs, building furniture, framing, and finish carpentry
- Perform repairs to roof, gutters and downspouts.
- Detect, identify and repair basic problems with electrical and fire alarm systems
- Repair and replace plumbing, mechanical pumps, and HVAC systems
- Ensure all safety systems are functioning properly, including smoke and carbon monoxide detectors, fire extinguishers, and fire blankets
- Respond to and complete the supervisor maintenance requests.

Secondary Responsibilities:

- Perform custodial services, litter control, and pest control
- Perform landscaping services including grass cutting, tree and nursery management, leaf collection, snow removal, litter control, and mulch installation
- Perform drywall repair, plastering, painting, and finish work
- Perform repairs to various floor coverings including carpet, ceramic tile, vinyl composition tile, special sheet products, and baseboard trim
- Detect, identify and repair audio visual, data, and network systems

Qualifications:

- 10+ years of progressive responsibility in buildings and grounds maintenance work
- Proficiency in building, mechanical and electrical trades
- Ability to troubleshoot many different types of mechanical and electronic control systems
- Boiler Operator’s License preferred

Job Requirements:

- Be available off-hours to respond to emergency management tasks.
- Recognize that every day is different and necessitates different job duties.
- Understand that the work is performed inside and outdoors, depending on the assignment.
- Understand that physical activity, such as lifting heavy objects, climbing ladders and stairs, walking long distances and standing for extended periods of time is very common.
- Possess the ability to work collaboratively and in teams when necessary.
- Effective interpersonal and communication skills are a necessity.
- Understand that work is sometimes necessary in uncomfortable or cramped positions in extreme temperatures.
- Be skilled in operating power equipment, hand tools, mowers, trucks, plows, snow blowers, generators, and leaf collectors.
- Visually inspect, detect and correct safety hazards that are potential liabilities.
- Be familiar with applicable school policies and procedures and ensure compliance with them.
- Perform other related duties as assigned by the Plant Manager.

To learn more about Wheeler, please visit www.wheelerschool.org, and our [Careers](#) page.

How to Apply: Interested candidates should send a cover letter and resume to Gary Esposito at garyesposito@wheelerschool.org and Ian Moorhouse at ianmoorhouse@wheelergmail.org and cc careers@wheelerschool.org.

Statement on Diversity and Cultural Competency At Wheeler

We actively seek students, faculty, and staff from diverse backgrounds in the belief that a broad range of experiences and viewpoints enhance learning, enriches life on campus, and better prepares us all for full participation in a pluralistic, democratic society. We seek to further the overall diversity and cultural competency within our community through hiring.

The Wheeler School is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin or disability, and any other category protected by federal, state or local law.