



WHEELER

**Title:** Maintenance & Operations Associate - Providence Campus

**Department:** Operations

**Reports to:** Director of Campus Facilities

**Exempt Status:** Non-Exempt

**Position Status:** Full-Time

**Last Updated:** 4/12/2024

The Wheeler School, a co-ed, N-12 independent day school with city and farm campuses serving approximately 800 students in the Greater Providence and Greater Boston areas, seeks a **Maintenance & Operations Associate** to join our Operations team in Providence, RI.

Ideal candidates for faculty and staff positions at Wheeler are people with a sense of humor, warmth, and humility. They are excellent communicators, with empathy for others and an ability to listen and respond with good intuition. Ultimately ambitious and hard-working, committed to supporting students by offering help and creating new opportunities. In the end, employees at Wheeler love to spend their days with young people and will enjoy all that Wheeler has to offer: creativity, energy, dynamic, and diversity.

This is a full-time, non-exempt position, with a minimum of 40 regular hours and five overtime hours per week. This role is a 12-month-per-year position assigned to the Operations Department. The Maintenance & Operations Associate reports directly to the Director of Campus Facilities and is supervised by the Assistant Director of Campus Facilities. The person in this position is responsible for providing facilities maintenance, construction, and event services supporting the Wheeler School campus located in Providence.

All members of the Operations Department are “essential personnel” and 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 Job Responsibilities**

- Perform routine maintenance on building systems, meeting assigned completion targets.
- Perform a variety of routine semi-skilled maintenance of campus facilities, including, but not limited to, carpentry, painting, plumbing, electrical and HVAC trades work. Ensures that facilities are available for use and consistently maintained in a safe and clean condition, and meet assigned completion targets.
- Assembles, repairs, maintains and moves furniture, such as desks, cabinets, tables, chairs, shelves, and related fittings and fixtures.
- Conducts routine inspections and maintenance of heating, electrical, and air conditioning equipment; replaces filters; identifies and reports more complex maintenance needs to Supervisor while meeting assigned completion targets.

- Performs event set up, breakdown, and clean up in support of all campus events.
- Performs skilled maintenance work (as required) in the installation, operation, maintenance, modification, service, and repair of electrical, heating, ventilation and air conditioning, plumbing and refrigeration, and building systems by inspecting and testing elements of those systems to locate and diagnose faults and malfunctions, troubleshooting and/or performing required repairs while meeting assigned completion targets.
- Performs all landscaping services of campus facilities and meets assigned completion targets.
- Identifies and advises Maintenance Supervisor on campus deficiencies and/or need for supplies and materials required to accomplish daily tasks and special projects.
- Available off-hours to assist the Maintenance Supervisor's response to snow removal and other emergency management tasks with the proper resources.
- Cleans and assists with the upkeep of the facilities.
- Contributes to the overall success of facilities management by performing other essential duties and responsibilities as assigned Director of Campus Facilities.

### **Job Requirements**

- Be available off-hours to respond to emergency management tasks.
- Work is performed inside and outdoors, depending on the assignment.
- Physical activity, like lifting heavy objects, climbing ladders and stairs, walking long distances, and standing for extended periods of time is very common.
- Strong knowledge of custodial cleaning practices.
- Must be able to read and interpret blueprints, schematics, and wiring diagrams.
- Work is sometimes necessary in uncomfortable or cramped positions in extreme temperatures.
- Operate 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.

### **Training, Education, and Experience Qualifications**

- High School Diploma or GED.
- 3+ years of experience in facilities and campus maintenance work, including at least one of the following: building systems, electrical, mechanical, plumbing, construction, painting, and grounds work (Boilers Operator's license preferred).
- Valid MA or RI Driver's license.

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

### **How to Apply:**

To apply for the position, please send a cover letter and resume to [bobpacheco@wheelerschool.org](mailto:bobpacheco@wheelerschool.org), including [careers@wheelerschool.org](mailto:careers@wheelerschool.org) in the email. Interviews will be held on a rolling basis until the position is filled.

### **Statement on Diversity and Cultural Competency At Wheeler:**

We actively seek students, faculty, and staff from diverse backgrounds, believing that a broad range of

experiences and viewpoints enhance learning, enrich life on campus, and better prepare us all for full participation in a pluralistic, democratic society. We seek to improve our community's diversity and cultural competency 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.*

**About The Wheeler School:**

Founded in 1889 by visionary artist and educator Mary C. Wheeler, The Wheeler School is an N-12 independent day school of approximately 800 students throughout Greater Providence and Greater Boston. Wheeler's mission, "to learn our powers and be answerable for their use," is incorporated into our classrooms, athletic fields, art studios, and STEAM labs, as students are encouraged to think deeply and explore the world on and beyond our two campuses in the College Hill neighborhood of Providence, Rhode Island, and our 120-acre farm in Seekonk, Massachusetts. Across Wheeler's campuses and grades, dedicated faculty and staff identify students' learning path and passions, challenging and supporting them in pursuit of academic excellence, artistic expression, and personal growth. Our graduates are prepared for college and life as creative, ethical, and engaged global citizens. Wheeler is also home to The Hamilton School, where skilled faculty meet students' learning differences with the individualized instruction that leads to success.