Maintenance Technician

Reports to the Buildings and Grounds Director.

Position Summary

The Maintenance Technician performs day-to-day operations and assumes responsibility for the maintenance of the physical assets on campus. This position requires attention to detail, a high level of craftsmanship, and the ability to work both autonomously and cooperatively in a team setting. Strong inter-personal skills when communicating with others is a must. Facility related duties include carpentry, cabinetry, interior and exterior painting, sheetrock repair and general repairs as needed. Other related tasks include repairs to plumbing, electrical, systems repairs, and assistance with emergencies.

Position Responsibilities

- Completes facility maintenance tasks and Work Orders as assigned by the Buildings and Grounds Director, including electrical and plumbing, addressing safety concerns, and meeting the needs of resident artists and instructors.

- Additional maintenance duties include but are not limited to carpentry and woodworking projects; interior and exterior painting, HVAC, and appliance repair and troubleshooting.

- Technician must be comfortable working in a fast paced, environment where tasks can change from day to day, depending on circumstances.

- Possesses a working knowledge of tools and maintains organization of tools and equipment in the maintenance shop.

- Assists in maintaining roads, driveways, parking areas, and walkways. Ensures handicapped accessibility of houses and studios.

- Is available to work on a rotational on-call schedule for the response to emergencies including fire alarms and emergency after-hours maintenance calls.

- Assists with the daily maintenance and monitoring of the campus water system.

- Uses the computer to check and generate E-mails, track work orders, order supplies and complete tasks.

- Recognizes unsafe conditions on campus and takes corrective action.

- Ensures a safe environment for staff, work study students and clients by adhering to safety and health regulations.

- Experience with the operation of tractors, backhoe and skid steer is preferred.

- Requires occasional work on Saturday shift when weekend classes are scheduled. Saturday shifts are on a rotational basis amongst the maintenance department. Time off is offered during the week to accommodate this requirement.

- Assists in the setup and execution of special events such as Fall Festival, Friends and Family Day, May Pole Dance and Easter.
Education and Experience Requirements

An Associate Degree in a building trades field with one year relevant work experience preferred, or High School Diploma with four years of relevant work experience. Must be able to demonstrate good oral and written communication skills and be able to handle basic mathematical calculations, including percentages.

- Must be self-motivated, have the ability to manage a varied workload, and be able to assess needs, set priorities and solve problems.
- Possess ability to work well with a group and maintain crew motivation and productivity.
- Employee must possess a valid driver’s license, be able to drive a tractor, and adhere to the standards of safe vehicle operation.
- Personal qualities of integrity, credibility, and dedication to the mission of the Folk School are essential.
- Excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.
- Ability to interact effectively and appropriately with supervisor, team members, other staff, and external contractors or partners.
- Ability to use computer to check and generate emails, track work orders, order supplies, complete tasks.
- Ability to answer questions of visitors in a friendly and factual way.
- Be able to tolerate all weather conditions—heat, cold, rain, and working outdoors.

Physical Demands

The position requires that the employee be in good physical condition. The employee will need to be able to work on his/her feet for a period of eight hours a day, lift 50 pounds be prepared to work in inclement weather conditions and over uneven terrain, and handle hazardous materials appropriately. The employee must be physically capable of operating handheld and power tools in a repetitive and sustained manner. Additionally, the employee is occasionally required to work at a computer.

The employee may be asked to work weekends and holidays when necessary. The general work week will normally consist of work which will occur Monday through Friday.

Compensation

Compensation will be discussed as part of the interview process. The John C. Campbell Folk School ensures that its employees enjoy competitive compensation, excellent benefits and a joyful and enlivening work environment.

To Apply

The John C. Campbell Folk School is a community that welcomes and respects everyone regardless of age, ability, ethnicity, race, religion, philosophical or political beliefs, sexual orientation, gender identity or expression, nationality, geographic origin, and socioeconomic status. We are committed to providing an environment free of discrimination.

Review of applicants will begin immediately and continue until position is filled. The anticipated start date is February 2020.
Please submit the following materials by e-mail at jobs@folkschool.org, or by USPS to:

Human Resources Manager
John C. Campbell Folk School
One Folk School Road
Brasstown, NC 28902

1. Cover letter that expresses your desire to work at the Folk School and reasons for interest in the position.
2. Resume detailing education and work experience.
3. Contact information for three professional references.

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