



*as far as the mind can see*

## **Maintenance Person – Mission Hills Campus (Full-Time)**

### **About Francis Parker School:**

Francis Parker School is a coeducational independent day school in San Diego, California with 1310 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world." Francis Parker School has two campuses in close proximity. One in Mission Hills (Lower School JK-5), and a second in Linda Vista (Middle and Upper School 6-8 and 9-12, respectively).

### **Job Description:**

The Maintenance Crew performs manual work necessary to maintain cleanliness and appearance of the School grounds, roads, walks and buildings. The Maintenance Crew provides technical expertise and manual skill in the servicing and repair of the buildings, grounds, equipment, and furnishings. Duties may involve minor construction; painting, minor carpentry, preparing and repairing interior walls. May be required to perform any other general maintenance tasks associated with the grounds, building maintenance, or equipment. Reports to the Director of Maintenance and Facilities.

### **Essential Duties/Responsibilities:**

- Performs maintenance duties, including building maintenance (i.e., repair/replace locks, doors and light fittings, light switches, repair broken windows, touch-up painting, light plumbing etc.) and grounds maintenance (mowing grass, trimming trees/shrubs, general landscaping duties, etc.)
- Assist in equipment installation and with School improvements, such as building renovations, fencing, lands maintenance, etc.
- Performs repairs, including structures, windows, doors, equipment, drywall, plaster and furnishings
- Cleans, moves, and arranges furnishings, supplies, and equipment as directed
- Use tools ranging from common hand and power tools, such as hammers, saws, drills, and wrenches, precision measuring instruments, lawn mowers, water pressure machines and air blowers.
- Maintain, service, clean and properly store maintenance equipment
- Perform routine repair and preventive maintenance to ensure that building equipment and physical conditions are properly maintained, and the physical condition of buildings does not deteriorate.
- Recommends to the Director of Maintenance and Facilities areas needing repairs or other services
- May perform other minor maintenance duties not requiring a skilled tradesperson

[www.francisparker.org](http://www.francisparker.org)

Linda Vista Campus  
Mission Hills Campus

6501 Linda Vista Road  
4201 Randolph Street

San Diego, CA 92111  
San Diego, CA 92103

858 / 569-7900  
619 / 298-9110



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**Qualifications:**

- High school diploma. Post-secondary training in a trade is desirable
- Previous landscaping experience
- Skill/experience in general maintenance/repair procedures (e.g., mechanical, electrical, plumbing, carpentry, masonry, etc.).
- Basic skill and/or knowledge of building systems (e.g., HVAC, fire suppression, security, communication, etc.).
- Basic understanding of the operation of machinery and equipment relative to building maintenance (i.e., pumps, A/C, etc.)
- Time management skills to ensure workload is managed and deadlines met
- Ability to work at heights or in confined spaces and perform physically demanding work.

**Salary and Benefits:**

Francis Parker School is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary, TIAA retirement benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

**Non-Discrimination:**

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, ethnicity, creed, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

**Application Process:**

A cover letter, resume, and completed application should be submitted electronically to:

Wendy Garcia, Project Manager for Operations

[wgarcia@francisparker.org](mailto:wgarcia@francisparker.org)

<https://www.francisparker.org/about-us-/employment>

Please indicate the position you are applying for and location in the subject line.

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