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Athletics Maintenance Lead (Linda Vista Campus)

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1315 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:

Parker is committed to innovating and evolving so that it remains a leader among educational institutions. True to this commitment, Parker is currently constructing a new 30,000 square foot gymnasium with 1,100 bleacher seats, locker rooms, offices, and other spaces, along with a 7,350 square foot heated pool, on its Linda Vista Campus. With the opening of these state-of-the-art facilities scheduled for Fall 2024, Parker is adding this position to provide dedicated facilities support to the Athletics and Physical Education Department. The Athletics Maintenance Lead will report to the Director of Maintenance for the Linda Vista Campus but will also work closely with the Director of Athletics and their entire team. The Athletics Maintenance Lead will be responsible for planning, scheduling, and completing all required maintenance and upkeep of Parker's athletic facilities in both a hands-on manner and through outside parties.

Essential Duties/Responsibilities:

- Maintain all athletic facilities (e.g., fields, gyms, weight room, lockers, laundry, storage areas), including scheduling and serving as the point of contact for preventative maintenance performed by outside parties
- Conduct weekly "walkthrough" inspections with members of the Athletics and Physical Education Department to ensure that all athletics facilities, equipment, and systems are operational and safe to use
- Ensure that athletics facilities are safe, sanitary, and presentable at all times, including regularly dragging the turf, dry mopping the gym floor, and tidying the locker rooms
- Ensure that the custodial services for the athletics facilities provided by an outside party are meeting expectations with an emphasis on keeping the weight room, lockers, and bathroom facilities clean and sanitary at all times
- Contact the custodial services providers to resolve issues or arrange for additional services as necessary
- Prepare the athletic facilities for use in the sports and physical education programs, including

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Linda Vista Campus
Mission Hills Campus

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ensuring that the fields, gym floors, bleachers, weight room, and lockers are organized at all times

- Repair, restore, or replace various facility items (e.g., re-paint), including ordering and stocking any required replacement items (e.g., light bulbs)
- Assist the Athletics Operations Manager to troubleshoot issues with various athletic systems, including scoreboards, bleachers, and field lights
- Schedule and coordinate necessary facility maintenance or repairs by outside parties, including turf repairs, field or scoreboard light replacements, field net repairs, and gym floor resurfacing
- Maintain the landscaping (e.g., weed control, basic irrigation repairs) in and around the athletics fields and other designated areas, including the softball batting cages
- Coordinate and assist with work to prepare the athletic surfaces for different uses across sports seasons (e.g., install goal posts, build a pitcher's mound)
- Assist the Aquatics Director with pool related maintenance and operations as needed
- Work with Athletics and Maintenance Departments to prioritize and plan for athletics facility improvement projects
- Perform other duties as assigned by the Director of Maintenance or Director of Athletics

Qualifications:

- High school diploma. Post-secondary training in a specific trade is desirable
- At least 3-5 years of relevant experience maintaining facilities, ideally at a school or similar setting
- Basic knowledge of building systems (e.g., mechanical, electrical, plumbing) – specific knowledge about athletic facilities (e.g., turf fields, gym floors) a plus
- Ability to make basic facility repairs or perform other building/grounds maintenance, including irrigation, painting, and plumbing
- Proven record planning, scheduling, and overseeing work performed by outside parties
- Ability to operate a variety of equipment (e.g., tools, lifts, electric carts) in a safe manner
- Capable of performing moderately physical work, including lifting objects of up to 50 pounds, climbing, and working from ladders
- Self-starter with the ability to plan, schedule, and work independently
- Proficient using email and familiar with (or a willingness to learn how to use) word processing or spreadsheet applications (e.g., to document work procedures)



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- Excellent communication skills with the tact and diplomacy necessary to work effectively with diverse groups of people
- Willingness to work outdoors in all weather conditions
- Willingness to adhere to established safety procedures, including wearing protective eyewear and clothing to perform job responsibilities

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.

Hourly Rate Range: \$28.00 - \$30.00, based on experience

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:

If interested in the position, please fill out the electronic [Francis Parker School Employment Application HERE](#). You will need to upload the following documents during this process: a cover letter and resume.

If you CANNOT or DO NOT wish to submit your application through the link above, a cover letter, resume, and a completed [employment application](#) should be submitted electronically to:

Mike Rinehart, Head of Operations & Chief Financial Officer

mrinehart@francisparker.org

Please find the PDF of our employment application here: [find it here](#)

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

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

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