



WHEATON ACADEMY

Seasonal Maintenance Assistant

Department: Maintenance

Reports To: Head of Buildings and Grounds

Classification: Seasonal, part-time, non-exempt

Hours: Variable

Job Summary: The Seasonal Maintenance Assistant supports the mission of Wheaton Academy, "Nurturing growth in students through relationships, excellence and service, all to the glory of God," by providing an environment that is safe, clean, attractive, healthful, pleasant, and smoothly functioning. This position assists with all aspects of maintenance of the Wheaton Academy campus. The Maintenance Assistant is expected to become proficient in all maintenance functions of Wheaton Academy, to become well rounded in buildings, ground, and equipment maintenance as much is possible. The basic mission of the Maintenance Department is that of service; the maintenance Assistant will be expected to have the ability to respond to any need having to do with the physical plant, where possible.

Essential Duties and Responsibilities include the following. (Other duties may be assigned)

1. Responsible for learning the physical layout, configuration, controls, and operation procedures of all Wheaton Academy physical plant systems as well as learn to use all support equipment, tools etc. for building maintenance.
2. Responsible for learning the operation of grounds equipment for the purpose of assisting in grounds and field maintenance.
3. Performs such other tasks and assumes such other responsibilities as the Head of Maintenance may delegate or assign from time to time.

Qualifications: The Wheaton Academy Seasonal Maintenance Assistant must be a spiritually sensitive individual who understands the mission and philosophy of Wheaton Academy, including the model of the *Living Curriculum Teachers*SM. He/she must be a born-again Christian with spiritual maturity in academic and leadership abilities that will enable him/her to teach God's truth. This individual must maintain active participation in a protestant evangelical church.

The individual must have the ability lift a minimum of 50 pounds and have sufficient strength and mobility to operate any maintenance equipment used in the function of this position, including driving a school bus.

Education

- Sufficient education, experience and skills as required by responsibilities.

Computer Skills

- Demonstrates proficiency in the computer programs used in his/her department.

Multi-Tasking/ Independence

- Works efficiently; is known as a self-starter, sees what needs to be done and takes the initiative to do it

Communication

- Regularly updates supervisors on how things are going including things that are going well and items that need improvement.
- Comes to supervisor as a problem solver when problems are observed.

Work Climate

- Exhibits supportive and positive and reciprocal respect to students and co-workers.
- Welcomes interruptions to offer assistance.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.