



VACANCY NOTICE

Jesuit High School is a Catholic, college preparatory school in the Jesuit tradition. Located in suburban southwest Portland, Oregon, Jesuit is a recognized locally and nationally for excellence and innovation in all of its programs. Jesuit High's motto, Age Quod Agis ("Do whatever you do, deeply"), follows in the five-century tradition of St. Ignatius, who demanded that Jesuit schools make use of the best pedagogical practices of the day to allow students to flourish. We are seeking professionals who have the ability to provide academic, educational and personal inspiration to our students toward our goal of preparing "men and women for others."

POSITION AVAILABLE: Full-time Maintenance Assistant
Hours: 8:00am-4:00pm Tuesday-Saturday
Flexibility with special events a must

MAJOR RESPONSIBILITIES: See attached job description

QUALIFICATIONS:

- High school diploma or GED.
- Sound knowledge of basic plumbing, carpentry, and electrical wiring.
- Proven general maintenance experience.
- The ability to safely operate hand and power tools as well as cleaning equipment.
- The ability to lift heavy objects.
- Strong problem-solving skills.

CLOSING DATE: Open until filled

STARTING DATE: Immediately

Jesuit High School seeks a diverse applicant pool for this position. We welcome applicants of diverse religious, ethnic, national, cultural, and educational backgrounds to apply.

APPLICATION PROCEDURE

Please submit a current resume to Jack Schmidt at jschmidt@jesuitportland.org

Jesuit High School makes employment decisions without regard to race, color, sex, national origin, marital status, age, and disability unrelated to job performance. Jesuit High School hires without regard to religion when Catholic faith is not a job requirement, and welcomes people of all faiths.

Maintenance Assistant Job Description

Weekly maintenance checks of school and Jesuit community vehicles

- Fluid levels, belts/hoses, lights/signals, tire pressure
- Coordinate and deliver vehicles to shop for service and repairs

Scheduling and performing maintenance and repairs of HVAC equipment

- Lubricate motors and fan bearings
- Inspect belts and filters, replace when required
- Cleaning of condenser and heating coils
- Inspect and lubricate pneumatic actuators and linkages
- Inspect and lubricate condensate and circulating pumps
- Repair/replace centrifugal pumps
- Inspect belts and filters, change oil in air compressors

Routine maintenance of boilers and controls

- Clean/flush boiler vessels, tubes, and feed water tanks
- Clean and inspect high and low water level control valves
- Rebuild/replace steam traps
- Lubricate and adjust stem packing on steam isolation valves
- Repair/replace thermostats and thermostatic control valves

Maintenance and repairs of plumbing systems

- Repair/replace flush valves and faucets, shower mixing valves and shower heads
- Repair drinking fountains and wash basins
- Clear clogged drains, disposals, and toilets

Maintenance and repairs of lighting systems

- Replace incandescent and florescent lamps
- Replace florescent light ballasts
- Installation and maintenance of lighting fixtures and photocells
- Program interior and exterior lighting timers

Replace/Replacement of electrical fixtures

- Replace switches, outlets, fuses and breakers
- Installation/repair of electric fan and pump motors

Interior and exterior minor structural repairs

- Drywall repair and patching
- Installation of movie screens/chalkboards
- Installation/repair of cove molding and corner guards
- Repair of lockers, cabinets, bookshelves, and dispensers

Interior and exterior surface preparation and painting

- Patching, sanding and taping, drywall, metal, masonry and wood surfaces
- Prime, seal, stain, and paint various surfaces

Floor and ceiling tile replacement

- Replace both attached and suspended acoustic ceiling tiles
- Replace vinyl and carpeted floor tiles
- Repair worn spots in adhesive backed carpeting

Maintenance and repairs of door and window hardware. Glazing replacement.

- Repair/adjust/replace hinges, locks, latches, and handles
- Clean and lubricate window slides

Graffiti removal

- Interior and exterior

Assist in maintaining campus cleanliness

- Power-washing walkways and walls

Inventory and purchase of consumable maintenance items and repair parts

- Order and maintain inventory of filters, belts, lamps, ballasts, and lubricants

Delivery of bulk mailings