



Facilities and Maintenance Manager

Type: 2024-2025 full-time staff (reports to Director of Finance and Human Resources)

Application Deadline: Until filled

Start Date: Immediately

Evansville Day School (Day School), in partnership with parents, offers a student-centered, college preparatory program supported by a challenging and comprehensive curriculum that encourages each student from Junior Pre-Kindergarten through Grade 12 to strive for excellence in mind, body, and human spirit. EDS was founded in 1946 and remains the only independent school in the Southwest Indiana (tri-state) region. The school enrolls approximately 300 students and boasts a 40- acre wooded campus, an impressively diverse student body, and 100% four-year college placement.

As with all positions at Day School, staff hold much more than a job. Staff enjoy being part of an intellectual, vibrant, and supportive learning community, with myriad ways to engage students, families, and colleagues. The entire community is deeply involved in the life of Day School.

Job Summary: The Maintenance Technician at Evansville Day School plays a key role in ensuring the safe, clean, and functional environment of the school's facilities. This position is responsible for performing a variety of routine and preventive maintenance tasks, including but not limited to repairs, inspections, and upkeep of the building's mechanical, electrical, plumbing, and HVAC systems. The Maintenance Technician also assists with general custodial duties and special projects, responding to emergency repair needs, and working closely with the school's facilities team to ensure that all spaces are conducive to a positive learning environment.

The ideal candidate will have hands-on experience in general building maintenance, a strong problem-solving ability, and the flexibility to work independently or as part of a team. A commitment to safety, attention to detail, and good communication skills are essential to success in this role.

Essential Duties and Responsibilities:

- € Perform routine maintenance and repairs on plumbing, electrical systems, HVAC, lighting, and building structures.
- € Assist with maintaining grounds, including lawn care, landscaping, snow removal, and outdoor maintenance.
- € Respond to work orders and urgent repair requests from faculty and staff.
- € Conduct regular inspections of school facilities to identify and address maintenance issues before they become major problems.
- € Manage and document appropriate inspections needed for building and grounds.

- ∕ Effectively plan and propose capital expenditures and budgeting, as well as manage maintenance expenditures.
- ∕ Ensure that all equipment and systems are operating efficiently and safely.
- ∕ Maintain accurate records of work completed and parts used.
- ∕ Assist with special projects such as setting up for events, classroom modifications, furniture assembly, etc.
- ∕ Follow safety procedures and ensure that work areas are safe and clean.
- ∕ Initiate and carry out facilities projects including vendor contacts, gaining estimates, seeing project through completion, etc.

Other duties may be assigned by the Head of School.

Skills and Qualifications:

- High school diploma or equivalent; trade school or technical training preferred.
- Previous maintenance or facilities experience, particularly in an educational or commercial setting, is preferred.
- Knowledge of building systems, including HVAC, plumbing, electrical, and general carpentry.
- Ability to work independently, prioritize tasks, and manage time effectively.
- Strong problem-solving skills and the ability to handle unexpected issues.
- Good communication skills and the ability to collaborate with faculty, staff, and other team members.
- Physical ability to lift and move objects 25-100 lbs, work in confined spaces, and perform tasks that require manual dexterity.
- Exceptional written and oral skills.
- Able to meet deadlines and balance competing priorities.
- Able to work above ground from ladders and automatic lifts.

Background: All employees and volunteers must agree to a comprehensive background check.

Application: To apply, send a cover letter, resume, and three professional references to Ashley Beuligmann, Director of Finance and Human Resources, at abeuligmann@evansvilledayschool.org. Please include "Facilities and Maintenance Manager" in the subject line.