

# FACILITIES & MAINTENANCE TECHNICIAN



Merit Preparatory Academy is seeking a reliable and skilled Facilities and Maintenance Technician to join our team. This position plays a critical role in maintaining a safe, clean, and functional learning environment for students and staff.

**Full-time | Salary DOE**

## QUALIFICATIONS

- High school diploma or equivalent; technical or vocational training preferred
- Proven experience in general maintenance, construction, custodial, or repair work
- Basic knowledge of plumbing, electrical, HVAC, and carpentry systems
- Ability to troubleshoot and resolve facilities-related issues efficiently
- Physically able to lift heavy objects (50+ lbs), perform manual labor, and work in a variety of indoor and outdoor conditions
- Strong organizational, communication, and time management skills
- Self-motivated, dependable, and able to work independently
- Willingness to pass a background check and adhere to school safety protocols
- Prior experience in a school or institutional setting (preferred but not required)

## RESPONSIBILITIES

- Perform routine inspections and preventive maintenance of school buildings and grounds
- Address repair needs promptly, including plumbing, electrical, carpentry, HVAC, and basic custodial tasks
- Ensure all campus facilities are safe, clean, and in good working condition
- Respond to maintenance requests submitted by staff in a timely manner
- Set up for school events, including moving furniture and equipment
- Coordinate with outside contractors and vendors as needed
- Maintain accurate records of maintenance activities and inventory
- Adhere to safety procedures and report hazards or concerns to administration
- Support a positive, respectful, and collaborative school environment

## HOW TO APPLY

Please email a cover letter and a current resume to Mike Condie (Director, Merit Academy) at: [mike.condie@meritacademy.org](mailto:mike.condie@meritacademy.org)



[www.meritprepacademy.org/job-openings](http://www.meritprepacademy.org/job-openings)