



Western School of Science and Technology exists to transform Maryvale by improving low-income West Phoenix students' opportunities for advancement in the new, global, technological economy by providing needed preparation for the academic rigors of college graduation leading to career success.

Job Title: Maintenance Manager

Job Type: Full-time, 12-month contract

Reports to: Director of Student and Community Opportunity

Staff to manage:

- Custodians

Department: Facilities

Location: On campus (Not eligible for remote work)

Starting Salary: \$41,974.73-\$77,734.89 (Depending on Experience)

Here's what we're primarily looking for in a team member:

- Strong commitment to our college-bound mission and core values (Achievement, Innovation, Respect, Responsibility, Relevance)
- Passion for working with families living in urban Phoenix communities

Benefits of working at Western:

- 100% of employee medical, dental, and vision monthly premiums covered; 50% of dependent medical, dental, and vision monthly premiums covered.
- Qualification for 3% employer-match safe harbor 401(k) (Eligible 90 days after employment)
- Monthly allowance for supplemental insurance
- Monthly allowance for Health Savings Account
- Paid Parental Leave (Eligible after 12 months of employment)
- Employee Assistance Program
- School Laptop
- 12 days of paid time off, 5 days of sick leave per year (PTO accrued over time)
- All supplies and materials for your classroom will be provided by Western. Staff are not expected to pay out of pocket for any needed items.

The following are the critical skills, beliefs, and experiences requisite of an effective team member at Western:

- Former experience in this field (High School Diploma preferred)

- Valid State of Arizona “IVP” Fingerprint Clearance Card (or acquired prior to employment)
- Experience working with emotionally/behaviorally disabled/disordered students in a school
- Knowledge of child development concepts and practices
- Excellent communication skills
- Demonstrates taking personal ownership for his or her own development; growth mindset
- Preference will be given to individuals who have experience working in the target community or in a demographically similar community and prior experience in a similar role
- Bilingual- Spanish (Preferred)

General Description:

The Maintenance Manager is responsible for overseeing the maintenance operations of a facility, ensuring all systems, equipment, and structures are functioning efficiently and safely. This role involves managing a team of maintenance technicians, coordinating repairs and preventative maintenance, and ensuring compliance with safety regulations.

Facility Maintenance & Repairs:

- Develop and implement maintenance schedules for the school's buildings, grounds, and equipment.
- Perform routine inspections to identify maintenance needs and ensure compliance with safety regulations.
- Coordinate and oversee repairs for HVAC, plumbing, electrical, and general facility issues.
- Manage and track work orders, ensuring timely completion of maintenance requests.
- Maintain an inventory of supplies, tools, and equipment needed for repairs and cleaning.

Custodial Team Supervision:

- Lead and supervise a team of three custodians, providing training, scheduling, and performance evaluations.
- Assign daily cleaning and maintenance tasks to custodial staff and ensure quality standards are met.
- Support custodians in handling deep cleaning, event setups, and emergency cleanups as needed.

Safety & Compliance:

- Ensure the facility complies with health, safety, and fire codes, including emergency preparedness.
- Maintain records of inspections, repairs, and maintenance activities.
- Collaborate with school leadership to address facility concerns and improvement projects.
- Monitor and enforce safe work practices among custodial staff.

Collaboration, Communication, Vendor & Budget Management:

- Coordinate with outside vendors and contractors for specialized repairs and facility upgrades.
- Assist in managing the maintenance and custodial budget, tracking expenses, and recommending cost-saving solutions.
- Procure necessary maintenance and custodial supplies while staying within budget.
- Work closely with the school administration and staff to address any facility concerns or special cleaning requests.
- Serve as the point of contact for custodial needs during school events, special programs, and after-hours activities.
- Other Duties as Assigned - Perform other cleaning or maintenance duties as required by school administration.

KNOWLEDGE AND ABILITIES:

- Establishes and maintains productive, collaborative relationships with others.
- Relates to students with mutual respect while carrying out a positive and effective disciplinary program.
- Models district standards of ethics, confidentiality, and professionalism.
- Meets schedules and deadlines.
- Plans and organizes work.
- Follow through with directives.
- Performs a wide variety of specialized tasks; interprets and applies rules and regulations as appropriate.
- Applies knowledge of school law and district policy.
- Operates office equipment including a computer with a variety of software related to job requirements.
- Creates an environment where children from diverse backgrounds are comfortable and experience success.
- Build relationships with families.
- Completes work before deadlines despite constant interruptions.
- Reads, interprets, applies, and explains rules, regulations, policies, and procedures.
- Maintains consistent, punctual, and regular attendance.
- Demonstrates knowledge of correct English grammar and usage.
- Maintains a safe and orderly learning/working environment.
- Uses effective interpersonal skills including tact, patience, and courtesy.

Physical Demands:

- Stand for long periods of time
- See details of objects that are less than a few feet away.
- See details of objects that are more than a few feet away.
- Focus on one source of sound and ignore others.
- Use fingers to grasp, move, or assemble small objects.
- See the differences between colors, shades, and brightness.
- Hold the arm and hand in one position or hold the hand steady while moving the arm.
- Use abdominal and lower back muscles to support the body for long periods without getting tired.
- Use one or two hands to grasp, move, or assemble objects.
- Hear sounds and recognize the difference between them.
- Must be physically able to climb ladders, bend, or crawl into awkward spaces.
- Must be able to lift up to 50 pounds at a time.

Physical & Work Environment:

The employee works indoors and outdoors.

The noise level in the work environment is usually moderate

The employee may be exposed to machinery, potential physical harm, all outdoor weather conditions, hazardous chemicals and infectious diseases.

With Reasonable Accommodations:

The Maintenance Manager is expected to perform these duties with or without reasonable accommodations, as required by applicable law. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

We believe in fostering a diverse and inclusive environment, and we welcome applications from candidates who may not meet all qualifications but bring unique perspectives and experiences. Your unique qualities and perspectives are valuable assets that contribute to the richness of our school community. We encourage all interested individuals to apply and be part of our commitment to diversity, equity, and inclusion.

Veterans and Teach for America alum are encouraged to apply.

Western: CFA is an equal opportunity employer.