JOB TITLE: Maintenance Technician

Reports to:	Director of Facilities, Maintenance, and Grounds
Department / School:	Lighthouse
Work Days:	196
Wage/Hour Status:	Non-exempt
Date Revised:	September 11, 2026

A BIT ABOUT US

At Village Tech, we collaborate as designers and leaders to forge students who are character driven, challenge ready, and community focused.

THE ROLE

Perform skilled and semi-skilled maintenance, repair, and preventative maintenance work to help ensure Village Tech buildings, equipment, grounds, and campus infrastructure remain safe, functional, and well maintained. Conduct routine facility inspections, identify maintenance and safety needs, complete assigned work orders and preventative maintenance activities, and assist with the coordination of vendors and contractors when specialized repairs are required.

THE RESPONSIBILITIES

- Perform routine campus and facility walkthroughs to identify maintenance needs, equipment deficiencies, safety concerns, and conditions requiring repair or escalation.
- Complete assigned preventative maintenance activities and document inspections, maintenance performed, repairs completed, materials used, and follow-up needs.
- Perform light- to medium-duty repairs to buildings, furniture, fixtures, doors, gates, plumbing fixtures, equipment, and other campus infrastructure within the employee's training and skill level.
- Inspect and assist with routine maintenance of building systems, including HVAC, electrical, plumbing, life-safety equipment, doors, gates, and other facility systems; promptly report conditions requiring specialized repair or licensed service.
- Respond to facility-related safety and operational concerns, correct conditions within the scope of the position, secure affected areas when necessary, and promptly escalate unresolved hazards to the Director of Facilities, Maintenance, and Grounds.
- Maintain assigned tools and equipment in safe operating condition and assist with maintaining appropriate inventories of commonly used maintenance supplies, parts, and materials.
- Complete assigned work orders accurately and timely and maintain appropriate maintenance records, service documentation, receipts, and other facility records.
- Assist with obtaining materials and supplies needed for assigned work, including communicating with vendors and submitting purchase requests in accordance with established procedures.
- Assist vendors and contractors performing work on campus by providing access, communicating site conditions and maintenance needs, and reporting work status or concerns to the Director of Facilities, Maintenance, and Grounds.

- Read and interpret working drawings, plans, blueprints, and shop drawings as needed to complete assigned work.
- Mow lawns and trim trees and bushes as needed to maintain safe access, visibility, and campus appearance.
- Set up and prepare rooms and facilities for special events and campus needs.
- Pick up paper and debris from campus grounds and building exteriors and perform minor cosmetic maintenance, including touch-up painting.
- Lift, move, and transport tools, equipment, materials, furniture, and other items as required to complete assigned work.
- Respond to urgent or after-hours facility needs as assigned.
- Perform related duties as assigned.

SAFETY

- Operate tools and equipment according to prescribed safety procedures.
- Follow established safety procedures and techniques to perform job duties, including lifting, climbing, and use of appropriate personal protective equipment.
- Correct unsafe conditions in work areas when within the scope of the position and report conditions that are not correctable to the supervisor immediately.
- Help keep vehicles, equipment, tools, work areas, and assigned materials in safe operating condition.
- Follow established procedures for securing work areas and protecting students, staff, visitors, and property during maintenance activities.

WHAT YOU'LL BRING TO THE TABLE

Any combination of training, experience, and/or education equivalent to at least one year of diversified experience in construction, building maintenance, facilities repair, or a related trade. Practical experience with basic plumbing, electrical, carpentry, painting, mechanical systems, hand and power tools, troubleshooting, and preventative maintenance is preferred.

KNOWLEDGE OF:

- Materials, tools, equipment, and methods common to building maintenance and the major trades.
- Basic principles of plumbing, electrical, carpentry, painting, mechanical systems, and preventative maintenance.
- Safe operation and care of hand tools, power tools, ladders, and maintenance equipment.
- Basic work-order, maintenance-record, and inventory documentation practices.
- Applicable safety practices, laws, codes, and procedures relevant to assigned work.
- Oral and written English communication skills.

ABILITY TO:

- Use various materials, machinery, tools, and methods common to building maintenance and repair.
- Troubleshoot routine facility and equipment problems and determine when an issue should be escalated for specialized or licensed service.

- Perform a wide range of repair and preventative maintenance work not requiring journey-level skills.
- Complete work orders, inspection records, service documentation, and other maintenance records accurately and timely.
- Climb ladders and perform painting, carpentry, minor repair, and related work safely.
- Use a shovel and other tools to move dirt, debris, materials, and equipment.
- Compute basic measurements, volumes, and square footage.
- Read blueprints, shop drawings, working drawings, plans, and manufacturer instructions.
- Follow verbal and written instructions and established procedures.
- Establish and maintain effective working relationships with employees, vendors, contractors, and campus stakeholders.
- Plan and organize assigned work, manage competing priorities, and meet schedules and timelines.
- Work independently on assigned tasks while communicating status, needs, and concerns to the supervisor.

WHERE WE WORK

ENVIRONMENT

Indoor and outdoor environments; exposure to heat, cold, dust, noise, mechanical equipment, and other conditions typical of school facilities maintenance.

PHYSICAL REQUIREMENTS

Good health, with strength and energy sufficient to maintain a rigorous work schedule involving driving and/or continuous physical exertion; hearing and speaking to exchange information; seeing to perform assigned duties; standing and walking for extended periods; dexterity of hands and fingers to operate tools and equipment; kneeling, crouching, bending at the waist, climbing ladders, and reaching overhead, above the shoulders, and horizontally as needed; lifting, carrying, pushing, and pulling heavy objects and equipment.

Employment with Village Tech Schools is at-will unless a term of employment is expressly stated in a written contract. Incumbents may perform any combination of the essential functions assigned to this job. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this role, but is intended to accurately reflect the principal job elements.

Approved by (Employee): _____ Date: _____

Reviewed by (Supervisor): _____ Date: _____

Village Tech Schools is a people-driven organization where equal employment opportunities are available to all applicants and teammates. We celebrate diversity and are committed to creating an inclusive environment for all employees.