

Moore College of Art and Design Job Posting

Status: Full time, Non-Exempt

Position: Maintenance Manager

Reports To: Director of Campus Operations

About Moore: Moore College of Art & Design is a historically all-women's undergraduate college that has evolved to admit nonbinary and trans undergraduates, as well as co-educational continuing education and graduate students. Founded during the original industrial revolution to advance women in new fields, under principles of inclusivity and opportunity, our mission is more relevant than ever, as technology, sustainability, and diverse cultures drive and influence new and existing industries. We strive to create a community of employees and faculty that mirrors our student body and offers a range of academic perspectives in their fields. We welcome candidates who value diversity and support the inclusive culture we seek to nurture at Moore. The world needs Moore. For more information, visit moore.edu and follow us on social media @moorecollegeart.

Benefits: Moore College of Art & Design offers a time off package consisting of 31 days paid throughout the year for holidays, winter break, vacation and personal days. In addition, we provide 2 weeks of sick time and offer a great benefit package including health, dental, and a 403b plan with an immediate match and 100% vesting.

Requirements:

Valid driver license, High School or higher graduate, read and write in English, able to use and operate a computer/ laptop.

Responsibilities:

- Overseeing of all maintenance staff with maintenance and repairs of all college buildings.
- Scheduling and organizing work orders of maintenance Staff.
- Ability to assist Director with vendor management
- Knowledge of the tools and materials used in the construction trades including plumbing, electrical, carpentry, heating etc.
- Knowledge of inventory control
- Ability to understand and follow oral and written instructions.
- Ability to create and maintain maintenance records for operations equipment
- Ability to establish and maintain effective working relations with students, faculty, and administrative personnel.
- Ensure that proper safety procedures are followed by maintenance staff and outside contractors.
- Ensure that lockout/tag out procedures are followed by maintenance staff and contractors.
- Provide escorts for any outside contractors or utilities companies within the campus.
- Assist in scheduling and performing preventive maintenance schedules.
- Able to troubleshoot maintenance problems with operations staff.
- Able to set up and dismantle scaffolding/ladders up to 40 feet.
- Able to lift up to 100lbs and use proper lifting/hauling equipment.
- Able to understand the minor repairs of the Best locks/keyways system.
- Able to clean up work areas and return all equipment/tools to maintenance shop at the end of each day.
- Able to work all shifts and overtime, including Saturdays, Sundays and Holidays.
- Able to operate snow blower and shovel snow.
- Must provide own basic hand tools on the first day of work.
- No onsite parking is provided or permitted at any time, unless approved by the Director.
- Able to work in an unsupervised matter.
- All vacation request have the final approval of the Director Of Campus Operations.
- Able to oversee Operations Department in the absentness of Director of Campus Operations.
- Able to understand the operation and procedures for a Notified Fire Alarm System.
- Able to understand and operate a Lenel building security system.
- Will be available for college emergencies 24 hours a day, other than when on vacation.
- Perform any other required duties given by the Director of Campus Operations.

Physical Demands/Working Conditions:

Must be able to lift 100 lbs

To Apply:

Interested candidates send your resume and cover letter with salary requirements to: Moore College of Art and Design; email: HR@Moore.edu.

The College adheres to the principle of equal educational and employment opportunity without discrimination on the basis of race, color, religion, age, national or ethnic origin, sexual orientation, gender identity or expression, handicap or disability, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law in the administration of its educational policies, scholarship and loan programs, and other College-administered programs and employment practices. Retaliation is also prohibited. To read our full compliance statement please visit: <https://moore.edu/non-discrimination-policy/>.