



TCS Maintenance Team Member

The City School is a growing urban Christian academic institution with three campuses, in Philadelphia, PA, whose mission is to train students' minds, disciple their hearts and bring light to the city—one child at a time. The growth of the institution has opened a need for a full-time maintenance team member. The successful candidate will have a passion for excellence, build successful relationships across the organization, and work directly with the Facilities Manager and staff.

Job Responsibilities:

- Inspects the building, grounds, and equipment
- Handles necessary repairs and maintenance
- Installs equipment and appliances
- Follows local and state building codes
- Complies with all company safety regulations
- Keeps a maintenance log and writes shift reports
- Maintains inventory making sure supplies are well stocked and available for use
- Reports any issues to the Facilities Manager or clients
- Responds to repair and maintenance requests in a timely fashion
- Loads and unloads equipment and tools into work vehicles if needed
- Follows written and verbal instructions from the Facilities manager or clients
- Collaborates with the maintenance team and contractors as needed
- Reads and follows manuals, blueprints, and other written instructions
- Uses equipment, including power tools, hand tools, electric tools, and plumbing tools
- Ensures campus is clean and sanitary
- Participates in special events and projects as assigned

Work Hours and Benefits:

This is a full-time position with benefits. The person in this role will work Monday through Friday, 12:00-8:00 pm, some weekends, and as needed on special projects. This role will also require the candidate to be available for emergencies and weather related needs such as snow clearing.

This position is paid hourly. Benefits include health insurance, paid time off, sick days, and overtime pay.

Qualifications and Skills:

Can handle the physical demands of the job, including standing, bending, pulling, pushing, climbing, and lifting at least 50-100 pounds.

- Communicates effectively and has a good attitude towards campus Principal and staff
- Collaborates with facilities team, facilities manager, and contractors

Education and Experience Requirements:

- At least one year of building maintenance, construction, plumbing, or electrician experience is strongly preferred
- A certification in building maintenance is a plus
- Must have a driver's license and a clean driving record

Interested candidates should complete [the application here](#). Learn more about The City School at www.cityschool.org/employment