



## **Facilities Maintenance & Grounds Technician**

### **About TFS**

Tallulah Falls School is an independent, coeducational college-preparatory boarding and day school nestled in the northeast Georgia mountains serving more than 500 students in grades four-12. Our students, faculty, staff, parents, and supporters form a close-knit school family where everyone feels a sense of belonging and purpose. We all work together as a team to accomplish a common mission.

### **Job Summary**

Tallulah Falls School is seeking a full-time Facilities Maintenance & Grounds Technician. This role involves assisting the Facilities and Grounds Managers with on-campus maintenance projects, including but not limited to painting, plumbing, electrical work, and event setup. Rate of pay is commensurate with qualifications and experience. The selected candidate will receive a competitive benefits package.

### **Responsibilities:**

The essential functions include, but are not limited to the following:

- Performs miscellaneous repair, maintenance construction, general installation, and preventative maintenance work under the direction of the Manager, Construction/Grounds.
- Landscaping, weedeating, fence maintenance, mowing, spraying.
- Barn repairs, animal care, cleaning out stalls.
- Performs a variety of repair and tasks while directly assisting personnel of Tallulah Falls School, including and not limited to replacing floor tile, replacing electrical ballasts and fluorescent tubes, repair fencing, patching holes in plaster or wood walls, installing classroom boards, patching roofs, scraping paint, trenching, cleaning out keyways of locks, preventative maintenance on equipment, pressure washing, locker repair work, tile repair/ replacement both ceiling and ceramic bathroom tile, indoor, outdoor bleacher repair, grounds and tree maintenance.
- Operates various equipment to perform woodwork, furniture, flooring, etc. repair.
- Moves and arranges furniture and equipment; sets up rooms for special meetings or events. Performs minor inspection duties of work performed or general building condition.

- Cleans worksites including hauling debris and trash to the dumpster, cleaning tools and equipment and ensuring tools, materials and equipment are stored properly.
- Required to have prompt, regular attendance in-person and be available to work on-site, in-person during regular business hours and as needed.
- Other Duties as Assigned.

#### **Requirements & Qualifications:**

- High School Diploma or GED required
- Valid Georgia's Driver's License
- 1 year of related work experience
- Skills in using measurement devices.
- Strong communication skills.
- Ability to work independently and as part of a team.
- Ability to operate hand and power tools.
- Ability to perform general maintenance on HVAC systems.
- Ability to perform basic carpentry, plumbing, painting, electrical and mechanical work.
- Acquire the ability to support each essential trade discipline satisfactorily with knowledge of tools and techniques to complete the task.

#### **Standard Physical Requirements:**

- Must be able to sit, stand, kneel, stoop, climb stairs and walk for an extended period of time.
- Must be able to understand written and verbal instructions
- Must be able to communicate and respond to questions from various levels with the organization
- Must have manual dexterity sufficient to perform specified duties
- Must be able to lift, carry, move and handle equipment, boxes weighing up to 25 pounds
- Must be able to possess basic mathematical skills: addition, subtraction, multiplication, and division
- Must be able to operate effectively in adverse weather conditions such as heat, cold, rain, snow, ice, storms, and wind.

#### **To Apply**

Interested candidates can bring by an application and/or resume, and a list of three professional references on weekdays between 8:00AM to 4:00PM to the TFS Maintenance Shop located on the Upper School Campus or by emailing it to the Assistant Director of Plant Services, For more information, please call 706-490-3475 or 762-239-8826.

*Tallulah Falls School is an equal-opportunity employer.*

*All job applicants at TFS will undergo testing for the presence of illegal drugs as a condition of employment. Any applicant with a confirmed positive test result will be denied employment. Applicants will be required to submit to a specimen test at a laboratory selected by Tallulah Falls School and sign a consent agreement to release TFS from liability.*