



Job Title: Facilities Technician

Department: Middle School

Reports To: Facilities Supervisor/ Director of Finance and Operations

FLSA Status: Non-Exempt, Full-time

School Overview: Keys School is an independent co-educational K-8 school across two campuses in the heart of Silicon Valley. Founded in 1973, the school is a pioneer in the field of social and emotional learning and fundamentally believes that growing emotional intelligence is integral to academic success and leading a fulfilling life. The school's mission echoes this charge: "Keys School challenges students to develop a keen intellect and a generous spirit, to advocate for themselves and others, and to honor curiosity and reflection in an increasingly hurried world." The pursuit of academic excellence—including the risks students must take to achieve such excellence—is possible only with the intentional development of trusting relationships between students and teachers, and between students and peers. As such, the environment at Keys is a remarkably supportive one, in which each child's strengths, needs, and interests are known and appreciated. Teachers forge strong bonds with their students and work together to foster an atmosphere that allows students to truly thrive. Keys understands that a diverse community is the cornerstone of a strong education, and valuing relationships and growing an inclusive community are two core elements of the school's mission. Keys Inclusivity and Diversity Statement charges all community members to "Know and be Known. Listen and be Heard. Dive in," to create a more equitable and just world.

Position Summary: The Facilities Technician is responsible for managing the maintenance, repair, minor improvements, and cleaning of the School's Middle School campus. This includes ensuring the safety and security of the environment as well as the physical aesthetics. The Facilities Technician performs custodial, maintenance and grounds-keeping tasks that ensure the care and upkeep of school property providing school personnel, students, parents, and the public with an environmentally safe, attractive, comfortable, clean and efficient place in which to work and conduct school activities. Reporting jointly to the Facilities Supervisor and Director of Finance and Operations, the Facilities Technician is primarily responsible for the maintenance and security of all building and grounds both during and after school operating hours. We are looking for an enthusiastic, joyful, hardworking teammate to join our community.

Keys School's Middle School campus consists of approximately 25,000 square feet of owned and leased classroom and administrative space on about 1.65 acres of grounds.

The school is situated on two campuses, about a mile apart. The Lower School campus houses Kindergarten to fourth grade, with approximately 180 students and about 30 faculty and staff. The Middle School campus houses fifth to eighth grade, with approximately 140 students, and about 30 faculty and staff.

Key Responsibilities:

- Proud ownership of the physical look and feel of the school
- Manage the maintenance needs of the grounds and equipment
- Ensure that the operating systems, including electrical, mechanical and plumbing systems are operating effectively
- Oversee the work of the contracted janitorial staff, providing feedback and direction
- Other duties and projects as required and/or assigned.

Essential Duties:

- Prepare the campus for the day's activities: unlock doors, disarm the alarm system, assemble play activities
- Regular inspection of campus to determine if repairs are needed
- Hands-on work to maintain grounds (artificial turf, peripheral landscaping)
- Develop and maintain a relationship with all contractors and vendors ensuring efficient facility operations.
- Responsive to the needs of faculty and staff
- Ensure compliance with health, safety, licensing, and construction codes
- Assist faculty and staff with classroom and office needs
- Set-up for events/meetings
- Basic furniture assembly (outdoor canopies)
- Contribute to the development of the facilities management budget, including maintenance and life cycle/major capital improvements
- Night and weekend "on call" person should there a security alarm event
- Backup driver for school owned vans

Personal Qualifications:

- Self-starter who can identify problems and implement solutions
- Positive attitude with the desire and ability to become a part of the school community
- Knowledge of hand and power tools
- On time and reliable
- Proactive communicator who can ask for help when needed
- Ability to be responsive in person, by phone and email
- Excellent sense of customer service

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must perform tasks involving the ability to exert heavy physical effort, including climbing, balancing, stooping, standing for long periods of time, kneeling, crouching and crawling, and lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials weighing 20 to 50 pounds; may occasionally involve heavier objects and materials weighing up to 100 pounds. Employee regularly performs tasks with potential exposure to adverse environmental conditions, such as strong odors, fumes, dusts, wetness, humidity,

machinery, vibrations, temperature and noise extremes, disease, pathogenic substances, toxic and/or poisonous agents, petroleum products and ambient noise daily.

Candidates must possess a current and valid California Driver license with no points on their record. Must submit to LiveScan fingerprint testing through the Department of Justice.

Interested candidates should submit a cover letter, resume, and three to five references to jobs@keysschool.org.

Keys School is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age (40 and older), race, color, ancestry, religion, gender identity & gender expression, national origin, disability: physical or mental, sexual orientation, citizenship status, sex (including pregnancy, childbirth, and related medical conditions), medical condition, AIDS/HIV, genetic information, marital status, military or veteran status, political affiliations or activities, and status as a victim of domestic violence, assault, or stalking. For more information on the school, please visit keysschool.org.