



ST. MARY ACADEMY | Bay View

MAINTENANCE WORKER:

St. Mary Academy – Bay View has an immediate opening for a full-time Maintenance worker. Experience with a variety of skills, including but not limited to carpentry, painting, plumbing, electrical and mechanical repair, and renovation.

Our School:

St. Mary Academy – Bay View is an all-girls, independent, Catholic school serving a diverse population of girls from pre-school through grade twelve, located in Riverside, Rhode Island. A sponsored ministry of the Sisters of Mercy of the Americas, St. Mary Academy – Bay View fosters academic excellence in an innovative and creative learning environment while striving to empower each student to be a confident, independent, compassionate, and socially conscious faith-filled young woman.

Examples of Key Duties and Responsibilities:

- Work cooperatively and closely with a dedicated staff to maintain the school buildings and 15-acre campus, with an emphasis on the safety of the students, employees, and visitors.
- Hours are 40 hours per week, year-round, including some nights and weekends as necessary.
- Perform or assist in the repair of flooring, ceiling, lighting, ballast replacement, hard surfaces, plumbing, walls, furniture, and shelves. Assist in the landscape maintenance of the property and playing field, including grass cutting, trimming, seasonal cleanup and snow removal on stairs and walkways.
- Become familiar with the school's crisis management plan and the Maintenance Department's role in those circumstances.
- Respond to emergency after hour calls for repairs and security.
- Gain the required certifications for first aid and asbestos control (this will be paid for by Bay View).

Additional Knowledge, Skills, and Abilities:

- Experience in 24x7 maintenance support of commercial building systems.
- Basic computer skills for email, appointments, ordering supplies, and tracking internal work orders.
- Excellent interpersonal communication skills.

Employment Standards:

Ability to operate and use a broad spectrum of tools and equipment skillfully and safely perform physical labor, such as bending, standing, walking, climbing, lifting, and carrying 50 lbs.+; follow oral and written instructions; maintain cooperative working relationships. The candidate will be required to pass a national background check with fingerprints.

Benefits:

St. Mary Academy – Bay View offers medical insurance, an Employee Assistance Program, group retirement plan, and tuition remission for children, as well as paid vacation, personal, sick, and holiday leave.

To Apply:

Visit bayviewacademy.org/about-bayview/employment-opportunities and download the "Non-Teaching Application." **The application, cover letter, and resume** must be submitted via email to: employment@bayviewacademy.org, or mail to: St. Mary Academy – Bay View, Attn: Ms. Michelle Masse, 3070 Pawtucket Avenue, Riverside, RI 02915.

An Equal Opportunity Employer, St. Mary Academy – Bay View commits itself to maintaining a welcoming environment for all people and extends its welcome to those who may be vulnerable to discrimination on the basis of their race, color, national origin, sex, religion, disability, age, marital or parental status, sexual orientation, military status, or other legally protected status.