



MOUNT ST. MARY ACADEMY

Maintenance Worker

Mount St. Mary Academy, an all-girls Catholic high school in Buffalo, NY, serving grades 9-12 seeks to hire a full-time Maintenance Worker.

This person is responsible for supporting the maintenance, repair, cleanliness, and overall appearance of the school's buildings, grounds, and facilities. This position performs a variety of skilled and semi-skilled maintenance tasks to ensure a safe, clean, and welcoming environment for students, employees, and visitors. The Maintenance Worker reports directly to the Maintenance Supervisor and assists with daily operations, preventative maintenance, event setup, and emergency response needs.

Reports To: Director of Athletics and Operations

Salary Range: \$18.00/ hour with an opportunity for overtime

Essential Duties and Responsibilities:

General Maintenance

- Perform routine maintenance and repairs to school buildings, classrooms, offices, and campus grounds.
- Complete work orders in a timely and professional manner.
- Assist with plumbing, electrical, carpentry, painting, and general repair projects as assigned.
- Replace light bulbs, ceiling tiles, filters, fixtures, and other building components.
- Conduct routine inspections of facilities and report maintenance concerns to the Director of Operations.

Grounds Maintenance

- Maintain school grounds, sidewalks, parking lots, athletic fields, and outdoor areas.
- Assist with snow removal, salting, landscaping, mowing, and seasonal grounds

maintenance.

- Ensure outdoor spaces remain safe and presentable throughout the year.

Event Support

- Set up and break down tables, chairs, equipment, and other materials for school events, athletic contests, meetings, performances, and special programs.
- Assist with facility preparation for admissions events, graduation ceremonies, and community functions.

Safety and Security

- Follow all school safety policies and procedures.
- Identify and report safety hazards, building deficiencies, and security concerns.
- Assist with emergency response procedures as directed.
- Maintain a safe work environment and properly use personal protective equipment (PPE).

Custodial Support

- Support efforts to maintain a clean, orderly, and welcoming campus environment.

Equipment and Inventory

- Safely operate maintenance equipment, tools, and vehicles.
- Maintain tools and equipment in good working condition.
- Assist with inventory management of maintenance supplies and materials.

Qualifications

- High school diploma or equivalent required.
- Previous experience in building maintenance, facilities operations, construction, or a related field preferred.
- Basic knowledge of plumbing, electrical, carpentry, painting, and general repair techniques.
- Ability to follow instructions and work independently with minimal supervision.
- Strong work ethic, reliability, and attention to detail.
- Ability to communicate effectively with students, faculty, staff, vendors, and visitors.
- Valid New York State driver's license preferred.

Ergonomic Requirements

- Ability to lift and carry up to 50 pounds regularly.
- Ability to stand, walk, bend, climb ladders, and perform physical labor throughout the workday.
- Ability to work indoors and outdoors in varying weather conditions.
- Ability to operate maintenance equipment and tools safely.

Any interested candidate should submit a cover letter and resume to Samuel Frank, Director of Athletics and Operations (sfrank@msmacademy.org), kspillman@msmacademy.org by Friday, September 25, 2026