Title: Maintenance Mechanic
Reports To: Director of Facilities
Status: Full Time, Non-Exempt
Start Date: Immediately

ABOUT MASTERS:
The Masters School (www.mastersny.org) is a premier coed day and boarding school that engages 5th – 12th grade students with a challenging academic program in a welcoming learning environment. Located on 96 picturesque acres overlooking the Hudson River, The Masters School community takes advantage of both its access to the tri-state area and its proximity to the rich cultural and educational magnet that is New York City. Students benefit from the resources, diversity and activities of Masters 7-day campus and accessible, talented faculty and staff. From our exceptional academics and outstanding visual and performing arts program to our championship athletic teams, the Masters learning experience prepares students for success in college, career and life.

MISSION AND BELIEFS STATEMENT:
The Masters School celebrates active participation, deep understanding, and meaningful connection. A community of diverse individuals, we gather to learn, to strive, to dare, to do – to be a power for good in the world.

In addition, The Masters School seeks employees committed to the work of advancing equity and social justice in the school community and beyond. A community of diverse individuals, we celebrate both our differences and our similarities, and we embrace a broad definition of diversity that includes but is not limited to age, race, ethnicity, gender, ability, religion, sexual identity and socioeconomic status. Masters seeks diverse candidates to serve our student body, and we expect all employees to engage in the work of inclusion as a critically important aspect of working in our school setting.

SUMMARY:

**Key Responsibilities:**

- Paint, plaster, install drywall, stucco, wood/metal framing and other carpentry tasks.
- Electrical: Ceiling fixtures/fans, all types of lighting, switches/outlets, exhaust fans, circuit breakers, security lighting, phone lines
- Locksmithing: install all types of door locks, door closers, storm doors, lock guards
- Plumbing: installs faucets and sinks, toilets, bath and showers, water heaters, valves, clogged drains, water purification systems
- On-call for maintenance or weather-related emergencies and cleanup as needed
- Perform any duties and responsibilities that are within the scope of employment, as assigned by his/her supervisor, and not otherwise prohibited by law or regulation.
- Indoor and Outside work in all types of weather is required. Work is described as medium to heavy, requiring prolonged or repeated standing, walking, running, climbing, stooping, kneeling, crouching and lifting. Good hand/eye coordination is essential.

**Qualifications:**

- Minimum 5 years’ experience working in an educational, professional or construction setting
- Demonstratives skills in carpentry, sheetrock, plaster, paint and tile work will be preferred.
- Must possess a valid driver’s license and a good driving record.
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- Possess excellent integrity and demonstrate sound moral character and initiative.
- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.

**HOW TO APPLY:**
To apply, please submit a letter of interest, explaining why you would succeed in this position, resume, 3 references and salary requirements via email to careers@mastersny.org (Adobe® PDF format preferred) and include “Maintenance Mechanic” in the subject line.

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.

**BACKGROUND SCREENING:**
The Masters School conducts background checks on all job candidates upon acceptance of a contingent offer and may use a third-party administrator to conduct background checks. Background checks will be performed in compliance with the Fair Credit Reporting Act.

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_The Masters School is an equal opportunity employer. It has been and will continue to be the policy of Masters to be fair and impartial in all of its relations with its employees. Our employment decisions are made solely on an individual’s ability to perform the job. In accordance with federal, New York State, and Westchester County law, Masters does not discriminate on the basis of actual or perceived differences, including those based on race, color, religion, ethnicity, creed, age, national origin, alienage or citizenship status, familial status, gender and gender identity, pregnancy, marital or partnership status, sexual orientation and disability, sexual and reproductive health decisions, or toward victims or those perceived to be victims of domestic violence, sexual abuse or stalking, as well as any other status protected under federal, state, or local laws. For the purpose of addressing sexual and reproductive health decisions, the Masters School will not access an employee’s personal information regarding his or her reproductive health decisions without written consent and in accordance with applicable law. Retaliation based on any of the above protected characteristics is absolutely prohibited._

In addition, all employees are required to abide by and support our students in following all of the health and safety protocols we have in place during the pandemic including mask wearing, physical distancing, symptom tracking etc.