



**International
School**
Los Angeles
**Lycée
International**

Campuses
Burbank
Los Feliz
Pasadena
West Valley

Maintenance

About the International School of Los Angeles

Mission:

The International School of Los Angeles is a non-profit, independent, international school committed to bilingual education and academic excellence in a nurturing environment.

Our mission is to develop bilingual critical thinkers who are open-minded, confident and caring, and equipped to thrive in a diverse, competitive world.

We offer a preschool through 12th grade curriculum that culminates in the French baccalauréat or the International Baccalaureate®'s Diploma Programme.

Values:

The delivery of our mission is anchored in the commitment of each member of the school community to uphold the values of respect, excellence, and diversity.

Job Description

Title: Maintenance

Department: Campus/Facilities

Reports to: Campus Director and Facilities Coordinator

Location: Burbank Campus, Burbank, CA

Compensation: Hourly Rate of \$20 – \$24

Context:

The maintenance worker is an individual who performs routine maintenance, regularly repairing, cleaning, and setting up for events. He/she must be a team player, committed to the School's mission, and be passionate about encouraging excellence in education.

Key relationships:

- Facilities Coordinator
- Facilities Manager
- Campus Director
- Assistant to the Campus Director
- Business Manager

School Administration

1105 W Riverside Dr, Burbank, CA 91506

tel 818-994-2961, fax 818-994-2816, www.internationalschool.la

Selection Criteria

- Minimum of two (2) years of maintenance work experience and general maintenance and handyman skills including, but not limited to, electrical, plumbing, light construction, painting, locksmithing, HVAC, etc.
- Must have a consistent work history and verifiable references.
- Must have reliable transportation and possess and maintain a valid California Driver's License with a clean driving record.
- Unimpeachable ethical standards, personal integrity, good judgment, and reliability.

Specific Responsibilities:

Responsibilities include, but are not limited to, the following:

Essential functions:

- Perform regularly scheduled maintenance on the building's interior and exterior.
- Maintain campus grounds clean, orderly, and safe for the students and faculty/staff members.
- Diagnose and perform basic repairs of school equipment and appliances.
- Clean and sanitize restrooms as needed during the school day.
- Organize school furniture and materials; repair or dispose of these as necessary.
- Set up and move equipment and furniture as needed for events.
- Respond to alarm triggers and interact with alarm company as needed.
- Work in a safe manner, using appropriate personal protective equipment at all times.
- Respond to maintenance requests in a timely and professional manner.
- Read and respond to professional emails.

Supervisor Responsibility:

All employees must supervise students and are expected to comply with our School Child Protection and Mandated Reporter Policies.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing all day. The employee must frequently lift and/or move items over 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type/ Expected Hours of Work:

This is a full-time position with standard office hours Monday through Friday, with

occasional evenings and weekends as required.

Travel:

Some travel to other LILA campuses for meetings and events.

Work Authorization:

J visa holders cannot be considered.

Must be authorized to work in the United States, take and pass the Department of Justice Live Scan, and health requirements of health screening, TB, and immunizations.

The International School of Los Angeles provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.