



**Date Posted:** 10/17/18

**Title of OPEN Position:** Custodian/Maintenance Personnel

**Type of Employment:** Full-time

**Salary:** Minimum wage

**Employer Name:** Northern Chautauqua Catholic School

**Employer Contact Name and Title:** Jenny Tilaro, Principal

**Employer Website:** [www.nccschool.us](http://www.nccschool.us)

**Job Description:** NCCS is looking for a full-time Custodian/Maintenance employee that is reliable, knowledgeable and mechanically inclined. The Custodian/Maintenance person will be responsible for the overall maintenance and cleaning the school building, facilities and grounds. They will also be responsible for all maintenance and repairs of equipment, furniture and the mechanical and utility systems of the school building.

**Degree Requirements:** Minimum: High school diploma and prior experience in one of the skilled trades – electrical, mechanical, plumbing, etc. Preferred: Trade school certification

**Qualifications/Skills:**

Good knowledge of the maintenance and repair of machinery, plumbing, fixtures and equipment

- Ability to make repairs and adjustments to a variety of mechanical equipment
- Ability to understand and follow routine oral and written instructions
- Mechanical aptitude
- Must be able to safely operate power and manual tools
- Practical problem solving abilities
- Industrious and dependable
- Possess good time management skills
- Flexibility with work schedule
- Ability to work independently as well as in conjunction with other staff members and members of the team.
- Valid New York State driver's license, New York automobile insurance, and a reliable motor vehicle to transport self between sites.

**Experience Required:** Three - five years of maintenance experience. Preferred 5-7 years of building maintenance experience

**Other skills/requirements:** Must be able to meet the physical demands of the job duties and be physically capable of lifting up to 100 lbs. Must be willing to work both inside and outside year round as necessary. Must pass a background check.

**How to Apply:**

**By MAIL:** Northern Chautauqua Catholic School  
336 Washington Ave.  
Dunkirk, NY 14048

**E-Mail:** [jtilaro@nccschool.us](mailto:jtilaro@nccschool.us)

**Fax Number:** 716-366-5101 please include a cover page addressed to Mrs. Tilaro

Please include: Résumé, cover letter and references.