



Maintenance Manager (Handyman/person) Position

Position Summary: Chinquapin Preparatory School is seeking a full-time Maintenance Manager (Handyman/person) starting June 15, 2024. This support staff member manages the work orders for all campus buildings and grounds, including faculty residences, and has a proven track record of high quality work with their hands. This position requires experience with repairs of all types, including but not limited to general knowledge of plumbing and electrical work, drywall and painting, flooring, roofing, landscaping, auto mechanic work, etc. Work is performed under the supervision of the Head of School/Executive Director.

Reports to: Director of Facilities, who reports to the Head of School.

Required Qualifications and Skills:

- 5 years experience in construction, handyman/person repair work, or experience in a related field
- Texas DL and willingness and ability to get CDL licensed to drive a school bus

Preferred Qualifications and Skills:

- Strong organizational and communication skills, both verbal and written
- Knowledge of Google Drive and Google Workspace
- Strong time management skills
- Demonstrated ability to work with students and faculty members
- Ability to work efficiently in a small team environment
- Strong capacity to manage ongoing projects with new projects
- Previous training and/or experience with safety and/or emergency protocols
- Ability and willingness to live on campus and participate in the Residence Life Program

Responsibilities

- Carries out all work order requests on campus
- Identifies current and future maintenance requirements
- Maintains and organizes campus keys
- Practices and implements safety protocols regularly and consistently. Takes courses for safety and emergency protocols as needed or recommended by the Head of School.
- Drives the school bus as needed
- Offers training to faculty and students on proper use of school tools and equipment
- Helps maintain all campus vehicles and buses
- Leads a daily chore group during chores period and supervises work areas and groups of students. Offers and requires appropriate training to all students who use machinery and maintains delicate discretion when assigning tools to students.
- Supports the work of Director of Facilities in all aspects
- Organizes and keeps inventory of the tools and equipment in the school workshop



- Checks email regularly and replies within 24 hours or less
- Performs other duties as assigned by the Head of School/Executive Director

Salary and Benefits:

- Salary will be based on the candidate's qualifications and experience
- Meals (breakfast, lunch, and dinner) served in the dining hall when school is in session
- Appropriate deductions for and payments to FICA, Social Security, Medicare insurance, group medical insurance, life insurance and annuity, as applicable
- Automatic contribution of 5% of your salary to a 403(b) account
- Up to \$1200 for approved professional development (PD) courses and/or materials.
- Ten Sick Days (PTO) per school year
- Vacation Time

About Chinquapin Preparatory School

Chinquapin Preparatory School is a private college-preparatory school for 6th-12th grade students located 25 miles east of downtown Houston. Since 1969, Chinquapin has prepared motivated students from Houston's under-resourced communities and schools for college.

Our school's unique mission provides students with seven years of high-quality education through small class sizes and intense preparation. College acceptance is a graduation requirement, and our alumni have a remarkable record of college completion.

Our Mission

To provide a high-quality college-preparatory education to Houston's most able and motivated students from historically excluded communities and schools across the city.

Through a rigorous curriculum and an emphasis on community service and earning what one receives, we aim to produce responsible, well-educated citizens who will become constructive leaders in their communities.

To Apply

Please submit your résumé and letter of interest to Mily Pérez, Head of School at jobs@chinquapin.org. Candidates who contribute to the cultural and ethnic diversity of the community are encouraged to apply. If you need a reasonable accommodation to complete this application or for the application process, please contact Mily Pérez at jobs@chinquapin.org.