



BUILDINGS & GROUNDS EVENING MAINTENANCE TECHNICIAN SEARCH

START DATE: UPON HIRE

POSITION OVERVIEW

HACKLEY SCHOOL is seeking an Evening Maintenance Technician to support the School's 24/7 campus operations by performing skilled and semi-skilled maintenance tasks.

Responsibilities include maintaining mechanical, electrical, plumbing and life-safety systems; performing general building repairs and improvements; assisting with event setups and moves; and collaborating with colleagues and contractors to ensure a safe, functional and well-maintained campus.

MISSION AND HISTORY

HACKLEY SCHOOL is a nonsectarian coeducational K-12 independent school located in Tarrytown, New York. Founded as a boarding school in 1899, Hackley enrolls approximately 860 students, including 25 five-day boarding students in grades 9-12.

Students experience joy in the classroom and make life-long connections with each other and with our dedicated faculty, 40% of whom reside on campus. Robust extracurricular programming on our 285-acre campus creates unique opportunities for each student to learn and grow beyond the boundaries of the school day. Hackley graduates have the knowledge and confidence to pursue their passions and the drive to make a difference.



Hackley challenges students to grow in character, scholarship, and accomplishment, to offer unreserved effort, and to learn from the varying perspectives and backgrounds in our community and the world.

ROLE RESPONSIBILITIES

The B&G Evening Maintenance Technician's responsibilities include:

- Complete assigned work orders via the Campus Maintenance Management System (CMMS).
- Perform routine inspections and maintenance on building systems and equipment.
- Conduct basic repairs in electrical, plumbing, HVAC and general building trades (painting, flooring, drywall, doors/hardware).
- Support event setups, office moves and furniture reconfigurations.
- Assist with contractor coordination and supervision as needed.
- Participate in snow removal and weather-related response.
- Work collaboratively with evening maintenance, custodial and security staff.
- Other duties as assigned.

SALARY AND BENEFITS

This is a non-exempt, overtime eligible position. The salary range for this position is \$20-\$24 per hour.

Hackley School offers a comprehensive benefits package which includes a medical, dental and vision package; sick time and vacation days; life insurance, AD&D and long-term disability insurance; flexible spending or health savings account; and tuition remission.

HOW TO APPLY

Please complete the online application form available at this link: [APPLY NOW](#).

QUALITIES AND SKILLS

The ideal candidate embodies the School's core values and models them for others. The B&G Evening Maintenance Technician should have:

- High school diploma required; associate degree preferred.
- Valid NYS driver's license with acceptable driving record.
- Must pass fingerprinting and background checks.
- Knowledge of building systems and maintenance tools/equipment.
- Ability to read blueprints and work independently.
- Strong interpersonal and customer service skills.
- Ability to lift 50 lbs., climb ladders and work in varied conditions.
- Basic computer proficiency (email, work order system, payroll).

