EMPLOYMENT OPPORTUNITY
AT VILLANOVA PREPARATORY SCHOOL

Villanova Preparatory School, a private, co-ed Catholic Augustinian college preparatory school located in beautiful Ojai, California. Villanova Preparatory School, operated under the ownership of the Augustinian Fathers, is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges. The school attracts highly talented and motivated students seeking a quality educational experience rooted in the Catholic Augustinian tradition.

MAINTENANCE TECHNICIAN

Villanova Preparatory School is seeking a skilled and dependable Maintenance Technician to support the daily operation, repair, and improvement of our campus. The ideal candidate will be comfortable working independently and as part of a Facilities team.

Primary Responsibilities

- Diagnose maintenance problems, and determine and complete appropriate repairs.
- Inspect buildings, equipment and campus areas for maintenance or safety concerns.
- Perform skilled and semi-skilled work such as basic plumbing repairs and electrical work, including replacing switches, outlets, lighting components and fixtures.
- Assist with HVAC troubleshooting, filter replacement and routine equipment maintenance.
- Perform carpentry, drywall repair, painting, patching and finish work.
- Assist with irrigation, grounds, athletic-field and exterior maintenance.
- Support event setups and breakdowns for school events.

Required Qualifications

- At least three years of professional experience in building maintenance, construction, or a skilled trade (five years preferred)
- Working knowledge of at least two or more of the following disciplines:
    - Carpentry and finish work
    - Plumbing
    - Electrical
    - HVAC
    - Painting and drywall
    - Roofing
    - Door and hardware repair
    - Grounds and irrigation
- Ability to read basic plans, equipment manuals, and written work orders.
- Ability to communicate respectfully with students, faculty, staff, vendors and visitors.
- Ability to work independently, prioritize assignments and respond appropriately to urgent situations.
- Basic computer and smartphone skills for email and electronic work-order systems such as FMX.

Preferred Qualifications

- Experience maintaining a school, college, residential campus, hotel or similar multi-building property.
- Professional certification, apprenticeship training or trade-school education.
- Experience coordinating work with contractors and vendors.
- Knowledge of preventive-maintenance programs and life-safety systems.
- Experience operating lifts, tractors, utility vehicles or similar equipment.
- Familiarity with OSHA requirements and safe work practices.

Other Requirements
The employee must be able to:

- Regularly stand, walk, bend, kneel, climb, and work in different campus environments.
- Safely use ladders and work at elevated locations.
- Lift and carry up to 50 pounds independently and heavier materials with assistance.
- Work indoors and outdoors in varying weather conditions.
- Work around dust, noise, landscaping materials and maintenance equipment while using required personal protective equipment.
- Possess a valid driver's license and an acceptable driving record.
- Successfully pass all school-required background screening and employment requirements.

Work Schedule
The normal schedule is full-time, Monday through Friday. Occasional evening, weekend, event and emergency-response work may be required.

Compensation:

Pay range: $27 -$30 per hour, depending on experience and qualifications.

VPS offers a generous benefits package that includes paid medical, dental, vision, and life insurance for employees; employer contribution toward dependent insurance premiums; long-term and short-term disability insurance; tuition remission for eligible dependents; paid vacation and a 403(b) retirement plan. Eligibility rules apply.

Please submit your résumé including professional references along with a cover letter describing your maintenance and trade experience to Fernando Carrillo at fcarrillo@villanovaprep.org . Applicants are encouraged to identify their strongest trade disciplines, certifications, and any experience working on multi-building properties.

This position is available immediately.