



PORTSMOUTH ABBEY SCHOOL

Title: General Maintenance Worker
Department(s): Operations
Reports to: Director of Operations
FLSA Status: Non-Exempt; Full-time, Staff

About Portsmouth Abbey School

Portsmouth Abbey School is a coeducational Catholic boarding and day school for students in grades 9 through 12. Founded in 1926 by the English Benedictine Congregation, the School is located on a 525-acre campus along Rhode Island's Narragansett Bay, less than 30 minutes south of Providence and 20 minutes from Newport. Portsmouth Abbey combines a classical education in the Catholic intellectual tradition with Benedictine values. With 350 students, the School believes that the love of learning leads to the desire for God, and that the quest for intellectual understanding propels students to the search for ultimate meaning. The School is known for encouraging students to engage passionately in academic and intellectual pursuits, innovative electives and extensive opportunities in athletics and the performing and visual arts as well as a commitment to service and a focus on things that matter. Students are inspired to become the next generation's leaders, stewards, innovators and problem solvers all the while grounded in Benedictine values of love of God and neighbor, humility, hospitality and a desire to serve the common good.

Job summary

This is a full time, 40-hour per week position. Schedule changes and overtime are common in this position and in case of emergencies or a special function; you could be called upon to report for work at any time of the day or night.

Responsibilities include but not limited to:

This position is primarily to perform general maintenance duties. Duties will include, but are not limited to (duties may be modified based on your expertise):

- General carpentry.
- Minor electrical repairs, i.e. changing light bulbs, switches, etc.
- Required to do maintenance on mechanical equipment, i.e. changing filters, greasing bearings, changing belts, etc.
- General plumbing repairs and maintenance, i.e. repair faucets, unclog drains.
- Occasional heavy lifting.
- Employee advancement available based on performance.

Additional duties:

This type of work could be required during down times and the off-season. It includes, but is not limited to:

- Heavy lifting, snow removal, climbing ladders.



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- Moving furniture, books and supplies.
- Operating, but not limited to the following machinery: hand tools, assorted power tools, electrical test instruments, etc.
- On rotation for ½ day Saturday work, which includes: trash pickup, cleaning the shop, grass cutting, and weed whacking and regular maintenance tasks that may come up. This generally occurs every six to eight weeks.
- You may be required to attend training seminars at the discretion of your supervisor. These will be paid for by the school.

Requirements: Favorable state and national background check results.

Details of Staff position:

Salary: Starting at \$20 and commensurate with experience and education.

Benefits:

Pension (403b): PAS contribution of 10%; employee contribution of 1%, after 2-year waiting period (waived with prior educational experience)

Health insurance: United Healthcare; Waive, \$3,100 stipend

Dental insurance: Delta Dental

Life insurance: equal to one year's salary

Short-term disability (TDI): paid by employee and administered by State of RI

Long-term disability: 90-day qualifying period; 60% of salary; \$7,500 maximum monthly benefit (conversion privilege)

AD&D: per policy

Please send letter of interest and resume to: hr@portsmouthabbey.org

No phone calls please.

www.portsmouthabbey.org

Position open until filled.