

Job Posting for: Grounds Maintenance Staff/Hockey Rink Staff Position

About

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.

Title: Grounds Maintenance Staff/Hockey Rink Staff
Department(s): Facilities
Reports to: Director of Grounds/Hockey Rink
FLSA Status: Non-exempt; Full-Time; Staff

Job summary

This is a full time, 40-hour per week position. Under the supervision of the Director of Grounds/Hockey Rink, the employee performs skilled landscaping work and hockey rink maintenance. In case of emergencies or special functions, this position could be called upon to report for work at any time.

In the summertime, this would be a full-time Grounds position, working 7:30am to 4:00pm.

- ❖ Work would include, but not be limited to grass mowing, weed whacking, leaf blowing and removal of debris.
- ❖ General landscaping and mechanical skills preferred. Proficiency in the use of a variety of landscape tools and equipment preferred. Minimum of one year experience in grounds related work preferred. Will train the right candidate.
- ❖ Should be able to do heavy lifting, and perform daily physical labor.
- ❖ Must have a valid driver's license and be able to drive landscaping vehicles.
- ❖ Must demonstrate good decision making and problem solving in responding to work situations with minimal guidance or direction.

In the wintertime, this position will change to mostly working in the Hockey Rink. The hours will be mainly afternoons, nights and weekends. Work would include, but not be limited to:

- ❖ Ice resurfacing (drive Zamboni and operate edger)
- ❖ Cleaning the locker rooms, bathrooms, and the ice arena
- ❖ Building maintenance work
- ❖ Snow removal
- ❖ Good public relations and communication skills required.

Other Responsibilities/Qualifications:

- ❖ Must wear appropriate PPE as needed.
- ❖ Must perform other assigned duties as a member of the Operations/Facilities team.
- ❖ Employees may be called in outside of normal work hours in case of an emergency and be willing to work modified schedules during hockey rink season.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job:

- ❖ Must assist with set-up/takedown of special events and work certain special events outside of normal work hours.
- ❖ Snow removal responsibilities often occur outside of normal work hours and are mandatory.
- ❖ Must be able to work outdoors in all weather conditions.
- ❖ Must be able to lift up to 50 pounds, push/pull, and perform repetitive motions such as bending, stooping and shoveling.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment includes variations related to utilization of equipment.

Other Qualifications:

All prospective employees must be able to clear a background check prior to beginning employment.

Details of Staff position:

Salary:	Commensurate with experience. New hires are subject to a 3-month probationary period.
Full-time:	Minimum 40 hours per week, 5 days per week; must be available to respond to emergencies in the evening and on weekends or holidays
<u>Benefits:</u>	
Paid Time Off	Employee Assistance Program
Pension (403b)	Dental Insurance
Health insurance	Short-term disability (TDI)
Life insurance	Long-term disability
AD&D	Vision insurance
Tuition remission:	100% Day tuition remission after 2-year of service to Portsmouth Abbey School