Position: Full-Time Mechanic / Groundskeeper

Location: Cistercian Preparatory School in Irving, Texas

Description: School seeks a new member of the maintenance department who, working under the supervision of Plant Manager, can fulfill the following requirements: First, candidate must have a minimum 5 years of experience as a mechanic of grounds equipment. Second, candidate must be physically able to take care of grounds all year and acquire training or knowledge of grounds-keeping as necessary. (Any prior skill or knowledge in this area is beneficial but not required as training will be provided.) Finally, candidate must be able to share general duties and expectations of all members of Cistercian maintenance staff.

Hours: 40 hours / week.

Salary Range: $1950-3000 (monthly, based on experience)

Open: Immediate until filled.

Mechanic Requirements:

- Minimum 5 years of experience servicing and repairing any of the following: mowers, tractors and implements, landscaping power tools, chemical sprayers, and golf and work carts.
- Minimum 5 years of experience servicing and repairing of diesel and 2- and 4-stroke gas engines.
- Able to keep records of servicing and repairs and order parts.
- Able to organize and keep shop clean.
- Able to work on a budget.

Grounds-keeping Requirements:

- Able to mow, edge, trim, spray, and blow grounds (12-14 acres of sports fields, xeriscapes, ornamental beds, and native growth areas) all year and supervise temporary help as needed.
- Able and comfortable with working with fertilizers, herbicides, and pesticides.
- Able to get agronomical training (provided by school) to become proficient and effective in all grounds-keeping duties including chemical applications, soil and pest analysis and remediation, topdressing and aerification, sprinkler inspections, repairs, and audits, and tree pruning.
- Able to monitor and limit water usage on all sprinkler systems to prevent waste.
General requirements:

- Able to work a 6am to 3pm schedule from Tuesday through Saturday.
- Able to communicate clearly and respectfully with co-workers, supervisor, faculty, staff, and all members of school community.
- Able to share coverage of a dozen or more after-school or weekend events with co-workers. While on duty, candidate must be available to help with any event needs.
- Must wear uniform (provided by school) on the job. And will need to clean up and wear clean uniform for events, so that personal appearance reflects positively on the individual, the staff, and the school.
- Assists set-up and tear-down of furniture and equipment for events.
- Assists school with health, fire, and weather-related emergencies or concerns. Will learn about how to control the school’s utilities in the event of emergencies.
- Assists maintenance colleagues as necessary, including opening or closing school as called upon to help a co-worker.
- Assists the unloading of delivery trucks and delivery of packages as necessary.
- Able to utilize computer technology to access data, maintain records, generate reports and communicate with others.
- Performs other related duties as assigned.
- A criminal background check and drug test will be conducted.

Benefits:

- Medical/Dental/Life/Disability insurance.
- Uniform.
- Paid time off.
- 401k (with employer matching available).

Interested individuals should send resume to tparker@cistercian.org or contact Tim Parker at 469-499-5436.