



# THE GOVERNOR'S ACADEMY

## JOB POSTING

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| <b>Job Title:</b> Assistant WWTP Operator/ Building Maintenance Tradesperson<br><b>Date Last Revised:</b> August 2021<br><b>Employee Category:</b> Staff | <b>Department:</b> Facilities<br><b>Reports to:</b> WWTP Chief Operator/<br>Buildings Supervisor<br><b>FLSA:</b> Non-Exempt |
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The Governor's Academy is the oldest continuously operated boarding school in the U.S. More than 400 students in grades 9 through 12 from 23 states and 18 countries create a vibrant, fascinating global community. Students flourish in a diverse community distinguished by enduring relationships with teachers and defined by a commitment to learning and a thoughtful balance of academics, athletics, arts and service to others. The Academy offers a full range of visual and performing arts, more than 50 interscholastic athletics teams, and dozens of service, leadership, cultural, and recreational activities.

The faculty and staff at The Governor's Academy constitute a dedicated group of professionals who provide students with the academic, artistic, athletic, and personal challenges and opportunities that can only be offered in a family-like atmosphere. All faculty and staff interact with students throughout the day across the campus and most of our faculty members live on campus. Academy community members are committed to learning in a dynamic environment that fosters lifelong intellectual independence, responsibility, teamwork, service, and respect for others.

### Job Summary

To work with a team in the repair, maintenance and operations of the 550,000 square feet of buildings and various facilities at The Governor's Academy including operation of the campus Grade 4 Municipal wastewater treatment plant.

### Essential Job Duties and Responsibilities:

#### Assistant WWTP Operator

- Daily collection and laboratory analysis of WWTP process control samples.
- Perform operational and maintenance tasks in accordance with standard operating procedures.
- Additional duties as directed by the Chief Operator.
- Rotate weekend and off hour alarm coverage with Chief Operator and /or weekend operators.

#### Building Maintenance

- Utilizes the Academy's maintenance software program, SchoolDude to respond to and to track maintenance work requests, preventative and deferred maintenance.
- Typical building maintenance work includes interior & exterior painting, carpentry, light plumbing, light electrical, moving furniture, cleaning & housekeeping and more.
- During inclement weather, snow removal is an essential duty and sometimes involves long hours.
- Preparation for special events such as graduation and student activities may include setting up chairs & tables, tents, parking signs, traffic control, and various operational needs.
- Other duties as needed.

**Qualifications and Skills Required for Position:**

- Massachusetts Grade 3 Municipal Wastewater Treatment Operator License or operations experience and the ability to gain license within 3 months.
- One to three years of experience working in a specific building trade such as carpentry or painting or an equivalent facilities maintenance position.
- Computer proficiency, and the ability to learn and use the wastewater treatment plant computer control system, payroll & work order management systems.
- Able to read written work requests, understand verbal instructions, and perform multiple tasks.
- Excellent oral and written communication skills.
- Have ability to drive large trucks and operate all equipment used in the maintenance operation.
- Must have a valid driver's license and DOT medical card.
- OSHA 10 certified or the ability to obtain certification.
- Must be able to work collaboratively with a team, communicate effectively, and receive critical feedback.
- Must also be able to be self-motivated, and work independently.
- Must be able to ensure safety precautions are properly used and in place at all times.
- Must be able to work collegially; must be committed to working in a diverse community and have the ability to communicate effectively with diverse populations; must enjoy working with young people in a boarding school environment.
- Willingness to work nights and weekends when necessary, as well as provide on call coverage for the wastewater treatment plant.

**Hours**

- Monday – Friday, typically 07:00am to 3:30pm. Weekend/holiday wastewater treatment plant coverage when necessary 2 hr. shift between 07:00am and 10:00 am. Overtime, weekends and nights may be required.

**To apply for the Assistant WWTP Operator/Building Maintenance position, please click [here](#).**

Statement of School Values: As an educational community, the Academy has an administration, a faculty, and a student body committed to learning. We pursue this commitment in a dynamic environment that fosters lifelong intellectual independence, responsibility, teamwork, service, and respect for others. We are committed to creating and maintaining a diverse and inclusive community that is physically and emotionally healthy.

Applicants for employment are considered without regard to race, color, religion, sex, sexual orientation, marital status, national origin, ancestry, genetic information, age, disability, status as a veteran or being a member of the Reserves or National Guard, or any other category protected under state or federal law. If you are need of an accommodation during this process, please inform the dean of faculty.