



**Position Title:** Building Maintenance Associate

**Position Status:** Full-time

**Reports To:** Chief Operating Officer

Music Conservatory of Westchester, a nonprofit community music school serving children and adults of all ages in greater Westchester, seeks a dependable and skilled individual to maintain the school building and grounds. Reporting to the Chief Operating Officer, this position maintains a high standard of excellence for the school's facilities to ensure a rewarding experience and safe environment for students, families and teaching faculty.

Candidates should be able to work independently and meet deadlines. Expected skills include repairing basic electrical, plumbing, and masonry, as well as strong interior painting skills.

Responsibilities include:

- Prepare daily room set-ups for lessons and classes
- Maintain regular supply orders and coordinate with building vendors (sprinkler, elevator) on annual certifications.
- Handle routine maintenance for building systems such as plumbing, lighting, HVAC, etc.
- Paint studios, classrooms, offices and public spaces as needed.
- Oversee regular part time cleaning person. Position reports into Chief Operating Officer.

Schedule requirements for this position may include some Saturdays for depending on activity function and building security requirements to ensure the safety of staff, faculty and students.

Candidates should have excellent communication and presentation skills. A minimum of three years' experience maintaining a commercial building is required, as well as a High School diploma or GED. Hiring is subject to a background check.

Send confidential resumes to [mack@musiced.org](mailto:mack@musiced.org)