



Stanley British Primary School Position Description

Maintenance Technician

Reports To: Director of Facilities and Grounds

Position Type: Full-time, 12-month

Overview:

Stanley British Primary School is a PreK-8 independent school located in Denver's Lowry neighborhood. For over 50 years, Stanley classrooms have been filled with engaged learners guided by inspired teachers. At Stanley, a child's education goes well beyond academics - our teachers and our instruction principles give children the opportunity to reach their full potential academically, creatively, socially, emotionally and physically. We asked parents, teachers, staff and students to reflect on why they chose Stanley BPS. The answers we heard reflect a place and a philosophy unlike any other in the Denver and national independent school landscape. Teaching and learning at Stanley goes beyond a simple education. Students here have a chance to play, to choose, to interact and to own and embrace their own learning.

We value:

- An inclusive and diverse community
- Joyfulness
- Lifelong learning
- Positive and constructive communication
- Creativity, flexibility, and resourcefulness
- An understanding of children and childhood
- Commitment to making a positive difference in the world

Position Summary

The Maintenance Technician ensures the safe, functional, and well-maintained operation of the school's buildings, grounds, and facilities systems. Along with the Director of Facilities and Grounds, this role executes hands-on preventative maintenance, repairs, and campus support while assisting with security, emergency preparedness, school events, and project implementation. The Maintenance Technician collaborates with custodial staff, administrative teams, and contractors to maintain a safe, efficient, and attractive learning environment for students, faculty, and staff.

Essential Duties & Responsibilities

Facilities Maintenance

- Conduct routine inspections and preventative maintenance and repairs of buildings, mechanical, electrical, plumbing, HVAC, and other systems.
- Troubleshoot and repair mechanical systems, machinery, and equipment to minimize downtime.
- Respond promptly to maintenance requests and emergency situations, including after-hours or weekends when required.
- Maintain accurate records of maintenance activities, repairs, and equipment inventories.
- Assist with renovation, remodeling, and improvement projects under the guidance of the Director.

Grounds & Outdoor Maintenance

- Maintain campus grounds, including weeding, leaf removal, snow removal, and sidewalk/surface care.
- Care for trees, plants, gardens, and sprinkler systems per Director guidance.
- Inspect and maintain playgrounds, athletic fields, and outdoor recreational areas for safety, usability, and licensing compliance.
- Perform general groundskeeping tasks to ensure campus appearance and safety.

Security & Safety Support

- Assist in maintaining campus security systems, including alarms, cameras, and locks.
- Support emergency preparedness, including fire, lockdown, and evacuation drills.
- Conduct safety checks of buildings, vehicles, and equipment; alert Facilities Director of any issues.
- Serve as a secondary contact for inspections (fire, elevator, boiler, local/state departments).

Other Duties and Work Environment

- Attend and participate in all staff professional development and training
- Perform additional maintenance and operational tasks as requested by the Facilities Director.
- Set up and break down rooms for school events, meetings, and assemblies, including furniture and equipment arrangement.
- Assist Facilities Director with contractor/vendor coordination, supply pickup, and project support.
- Work is performed indoors and outdoors, in various weather conditions.
- The campus spans approximately 12 acres and includes 11 buildings and an outdoor pool.
- Occasional after-hours or weekend work may be required for emergencies or events.

- Must carry a school-provided phone for urgent maintenance or safety issues.

Qualifications & Skills

- High school diploma or equivalent; technical or trade certification preferred.
- Minimum 5 years' experience in facilities, maintenance, or related field.
- Skilled in plumbing, carpentry, electrical, HVAC, landscaping, and general building maintenance.
- Interested in advancing technical skills through available professional development opportunities.
- Preferred certifications: HVAC, CFC/EPA, CAMT; willing to obtain if requested.
- Commercial Driver's License (CDL) with appropriate endorsements.
- Familiarity with OSHA regulations and ability to maintain safe work practices.
- Ability to read blueprints, schematics, and technical manuals.
- Strong problem-solving, troubleshooting, organizational, and communication skills.
- Ability to work independently and collaboratively in a team environment.
- Physical ability to lift up to 100 lbs, climb ladders, crouch, bend, stoop, and work in confined spaces.

Work Environment

This job description outlines the primary responsibilities and qualifications for the Maintenance Technician role and may be subject to change based on school needs.

Compensation Range:

The pay range for this non-exempt 12 month position starts between \$23 and \$30 per hour based on training and experience.

Compensation is just one component of Stanley's total compensation for employees. Stanley provides excellent benefits including medical, dental, life and disability insurance, retirement, paid time off in addition to paid fall, holiday and spring breaks, tuition remission and professional development.

Click here for [Working at Stanley](#)

Equal Opportunity Employer:

Stanley BPS is committed to a policy of nondiscrimination and equal opportunity for all persons, regardless of race, ethnicity, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, or veteran status. This policy covers all programs, services, policies, and procedures of Stanley BPS, including admissions, employment, and access to services and programs.

To Apply:

To initiate an application, send a cover letter and resume to:
Susan Farr
Stanley British Primary School
Executive Assistant to the Head of School
susan.farr@stanleybps.org

Interviews will start as resumes are received. We will be accepting resumes until our position is filled.