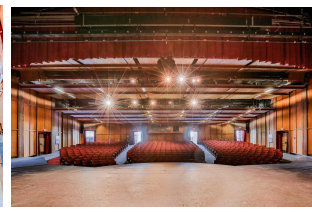
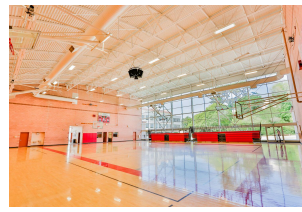


Life changing. World changing.



Chinese American International School seeks a Facilities Technician

This is an English language position; NO Chinese language proficiency required.
Non-exempt, full-time position, 7:00 a.m. to 4:00 p.m. shift

OPPORTUNITY

We are looking for a facilities professional to join CAIS as a vital member of the team working to bring our new 19th Avenue Campus to life. This game-changing facility will support CAIS in becoming the world's most innovative, inspiring, and influential Mandarin immersion school.

OUR IDEAL CANDIDATE

The ideal candidate finds resonance with CAIS's [mission](#) to *Embrace Chinese, Become Our Best Selves, and Contribute to a Better World*. The Facilities Technician will work to ensure that our campuses meets the [Strategic Vision 2020-2025](#) goal of *Reimagine Our Learning Spaces*. Under the direction of the Facility Manager, the Facilities Technician performs custodial, safety, security and maintenance services required to maintain our school buildings and ground areas in a clean, orderly, and secure condition and perform related work as required. This full-time, non-exempt position is scheduled to work an 7:00 a.m. to 4:00 p.m. shift but may sometimes require evening or weekend work.

ESSENTIAL DUTIES

BUILDINGS AND GROUNDS:

- Follow a work schedule at possible multiple locations in San Francisco
- Be able to track assignments and use judgment for prioritizing work tickets received online
- Make minor repairs and adjustments to items such as furniture, plumbing fixtures, locks, light fixtures, electrical switches, and receptacles, and building and door hardware, painting, as well as playground equipment and fencing
- Assist in minor repairs to building and upkeep of grounds
- Report safety and fire hazards to the supervisor
- Able to identify and repair water leaks and other problems or wear and tear before major incidents occur
- Assist in moving, arranging, assembling, and setting up furniture and equipment
- May operate mechanical cleaning equipment and provide custodial services
- Replace consumable supplies/equipment, replenish supplies, keep track of inventory
- Operate various hand and power tools in completing assigned tasks
- Maintain a safe, clean, and healthy environment for the students and staff of the school
- Coordinate set-ups for school events

- Assist with traffic control during peak student drop off and pick up times

APPROACH AND PROCESS:

- Develop and present recommendations for modernization of internal systems, and best practice implementation
- Demonstrate complete integrity and inspire trust in order to effectively establish and maintain cooperative working relationships within a diverse, multicultural environment and promote and contribute to an inclusive and respectful workplace
- Exhibit sound judgment related to confidential conversations, projects, and information related to the school or any of its constituents including effective communication regarding such matters to the appropriate individuals
- Execute responsibilities efficiently, accurately, and on or before deadlines
- Uphold the *mission*, *vision*, and *values* of CAIS including a demonstrated commitment to diversity, equity, and inclusion
- Display initiative, internal motivation, flexibility, curiosity, and an approach to learning and growth

OTHER DUTIES AS ASSIGNED

ESSENTIAL REQUIREMENTS

- Three years of facility maintenance experience
- Ability to carry out oral and written instructions in English
- Ability to work alone and cooperatively with others
- Knowledge of buildings, tools, and equipment
- Intermediate skills in mechanical HVAC, electrical, and plumbing
- Computer literacy required - experience with ticketing systems a plus
- Must be able to pass a LiveScan background check
- Possession of valid California Driver's License
- Must be responsive via email, text, or phone
- On-call 24/7 for facilities emergencies

PHYSICAL DEMANDS

The physical demands described below represent those that must be met by an employee to successfully perform the essential functions of this job. In accordance with the Americans with Disabilities Act, as amended, the California Fair Employment & Housing Act, and all other applicable laws, CAIS provides reasonable accommodations for qualified persons with disabilities. A qualified individual is a person who meets the skill, experience, education, or other requirements of the position and who can perform the essential functions of the position with or without reasonable accommodation.

- Lift and/or carry moderate weight (50 pounds)
- Sit, stand, walk, climb stairs or ladder, reach, perform repetitive hand motions, hear, speak.

- Prolonged and irregular work hours on occasion
- Work with frequent interruptions.

WORK ENVIRONMENT

Inside and outside environment. Demanding physical conditions may include: climbing ladders; working in high places, tight quarters, and under and on buildings; and working in inclement weather. Must be able to work with potentially hazardous materials in a safe manner and safely perform required duties in potentially hazardous environments.

BENEFITS & COMPENSATION

The CAIS Board of Trustees and administration are expressly dedicated to ensuring that CAIS is a great place to work. The school is committed to attracting, developing, retaining, and rewarding top-tier team members with a strong benefits package. The salary range for this position is: \$29-\$36 per hour, based on experience. Please see the final page for a description of benefits.

ABOUT CAIS

As the nation's first Mandarin Immersion Preschool through 8th grade school, CAIS embodies our mission by working continuously to maintain our role as a leader in immersion education. We value honest self-assessment, thoughtful self-reflection, intentional planning, and focused implementation. We are known as an ambitious school, and we are making substantial progress on our [multi-year vision](#) to reimagine immersion, reimagine our culture of learning, reimagine character and community, and reimagine our learning spaces. Since 2021, we have been using our new [campus on 19th Avenue](#) in San Francisco for athletics, arts, and community events. In September 2024, our entire community will begin the school year at our newly renovated Forever Home, which more than doubles our program space from our Hayes Valley locations and allows all divisions to be together on one spectacular campus.

TO APPLY

CAIS's commitment to [diversity, equity and inclusion](#) is central to our mission. People of color and LGBTQIA candidates are strongly encouraged to apply.

Email cover letter, resume, and list of references to facility_jobs@cais.org. In the subject line please indicate: "Facilities Technician" Please no calls.



毅力 Perseverance



好奇 Curiosity



包容 Inclusion



勇气 Courage



善良 Kindness



Life Changing. World Changing.

CAIS as a Workplace

Chinese American International School is dedicated to attracting, developing, rewarding and retaining world-class employees and ensuring that this is a great place to work. We put a high priority on advances in compensation, benefits, and work climate with a 2024-2025 benefits package and perks including:

Distinctively CAIS Benefits

- Commuter benefits provided (up to \$300/month)
- Dynamic, dual culture setting valuing honest self assessment, thoughtful self reflection, intentional planning, and focused implementation

Financial Benefits

- CAIS contributes 5% of your earnings immediately in a 403(B) retirement plan (no contribution required on your part)
- Transparent salary benchmarked to the Bay Area's competitive standards, including annual cost-of-living adjustments

Professional Development

- Robust opportunities for conferences, workshops, and courses

Health Benefits

- CAIS pays 100% of the premium for medical, dental, vision, acupuncture, short-term disability and long-term disability, and life insurance for you (along with competitive rates for spouse and family coverage)
- Employer-funded Health Savings Account (HSA) and Pre-tax HSA employee contribution
- Pre-tax Flexible Spending Account (FSA) for medical and dependent care

Vacation / Holiday / Paid Time Off

- 10 Paid Federal holidays
- Up to 2 additional days off for religious holidays
- Accrue 92 hours of Sick Time annually
- Accrue 10 to 20 days of Vacation Time annually based on years of service

Quality of Life and Appreciation

- Monthly appreciation lunches
- Twice-yearly Faculty/Staff Appreciation Weeks
- Annual milestones luncheon
- Free tickets to annual dinner/dance gala
- Lunar New Year luncheon
- Birthday gift card