

# Waldorf School

## Facilities Technician



"Our highest endeavor must be to develop free human beings, who are able, of themselves, to impart purpose and direction to their lives."

Rudolf Steiner  
Founder of Waldorf Education



Go, Wildcats!



# Waldorf Education

Waldorf Education is based on educator and philosopher Rudolf Steiner's (1861-1925) research on child development. The Waldorf approach recognizes the simple but profound insight that children learn in distinctly different ways at different stages of their development. Waldorf teachers are dedicated to teaching in ways that profoundly meet the needs of the developing human being, and the curriculum fosters an unfolding of the student's natural capacities. In classrooms filled with light and life, Waldorf students learn traditional academic subjects through distinctive and time-tested teaching methods that serve their intellectual, physical, emotional, and spiritual development. Engaging the hands, heart, and mind cultivates an inner enthusiasm for learning.

Waldorf Education speaks to the body, heart, and soul, as well as the mind. The academically challenging curriculum is balanced by a program rich in music, drama, fine and applied arts, movement and practical skills. Grounded in the classics, academic courses expose students to the great ideas of mankind, the events that shaped civilizations, the beauty of mathematics, the power of the arts, and the wonder of the natural world. Every student participates in all subjects. The scientist experiences the joy of creating music. The musician explores the physical and natural laws of the sciences. The artist discovers the practical aspects of calculus. Rather than turning out specialists at the age of eighteen, the school graduates well-rounded and capable students who are confident in their ability to learn from the world, and to contribute to the world.

## WSOC Community

With over 35 years of educational success as a College led school, the Waldorf School Orange County has been helping families raise well-balanced and multifaceted young people since its founding in 1988. With classes from Parent-Child through Grade 12, our school enrolls 350 students representing a diversity of our local community. Located in Costa Mesa, California, our school borders Talbert Nature Preserve and honors the native people of this land, the Acjachemen Nation. Located three miles from the beach, our school is surrounded by open space and hiking trails on the Fairview Park bluffs. Our faculty and staff of over 70 employees are committed to fostering the school's mission and are active participants in supporting its vision for the future.

### Our Mission

WSOC offers a curriculum that meets the students' age-related capacities and fosters in each student a genuine interest in the world, an intellectual curiosity, a connection to the human spirit, and a sense of purpose in life.

"Being personally acquainted with a number of Waldorf students, I can say that they come closer to realizing their own potential than practically anyone I know."

Joseph Weizenbaum, Professor Emeritus,  
Massachusetts Institute of Technology





# The Job Opportunity

**Waldorf School Orange County is seeking a compassionate and skilled Facilities Technician to oversee the maintenance and repair of the school site facilities, providing support that enables optimal functionality, school safety, and beauty. The technician uses various tools and equipment to complete all staff requests for campus repair/support promptly at the direction of the Campus Operations Manager.**

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** This list is meant to be representative, not exhaustive.

## **FACILITIES:**

- Daily campus walk-through (pick-up trash, check for hazards, inspect for needed repairs, unlock gates, etc.)
- General maintenance and upkeep of campus
- Direct traffic and help with parking lot
- Daily check email Maintain X for work orders
- Perform timely and appropriate maintenance repairs/tasks throughout campus
- Complete preventative and programmed maintenance throughout campus
- Monitor and maintain adequate wood chips coverage on all school playgrounds areas
- Change outside lighting time clocks and adjust time accordingly
- Perform annual fire extinguisher checks and repair/replace, as needed
- Monitor and maintain garbage disposal & recycling/refuse area
- Monitor and maintain storage inventory area

## **OTHER DUTIES:**

- Open the school campus daily
- Maintain irrigation system
- Manage and maintain combination locks and keyed locks
- Set up for after school sports (soccer lines, goals, volleyball net, etc)
- Drive to pick up parts needed for repairs from local hardware stores
- Provide support during all school and community events on site (e.g. opening campus, set-up, tear down)
- Build and install various items and complete small projects as needed
- Assist Company of Angels with food deliveries and recycling as needed
- Assist with emergency preparedness planning as part of the Emergency Committee



## **Minimum Qualifications**

### **EDUCATION AND EXPERIENCE:**

- Maintenance Experience
- High School Diploma or equivalent
- Own/lease a truck/large vehicle with a valid CA Driver's Licenses and adequate liability insurance
- Ability to work extended hours, including evenings, weekends and holidays as needed

### **KNOWLEDGE OF:**

- Child Abuse reporting laws
- Tools, materials, chemicals and methods used in the maintenance
- Repair and improvement of facilities, equipment and grounds
- Waldorf School of Orange County Employee Handbook

### **ABILITY TO:**

- Calculate figures and amounts (e.g. proportions, percentages, area, circumference and volume)
- Work safely, independently, and with sound judgement
- Organize and coordinate workload and flow
- Seek out work needing completion
- Maintain effective working relationships with individuals and group
- Comply with school policies and follow procedures
- Model core Waldorf values
- Promote the school and its mission effectively
- Maintain confidentiality with discretion and tact
- Communicate effectively both verbally and in writing

### **Condition of Employment:**

- Live Scan
- TB Test
- First Aid and CPR Training (provided by school)
- Mandated Reporter Training (provided by school)
- Sexual Harassment Training (provided by school)

**Reporting Relationship:** Reports to the Campus Operations Manager



## **Physical Demands**

The physical demands described here are representative of those that should be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand for long periods of time and occasionally kneel, squat, climb on top and crawl underneath structures. The employee must frequently reach with hands and arms. The employee is required to use hands to handle or feel items. In addition, s/he must be able to talk and hear, stand and walk; and bend/stoop/twist/squat/kneel. The employee will be required to regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 40 pounds. Anything over the weight limits should be done as a two-person lift or with a mechanical lift.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works outdoors with exposure to dirt and dust, hazards, chemicals, heat and cold, and noise of equipment. Occasionally, s/he will work near visual displays. The noise level in the work environment is moderately noisy.

## **Employee Benefits**

The School's comprehensive benefits package includes health, life and disability insurance, along with a School-sponsored retirement account, and funds for professional development. Employees with children for whom they are a legal guardian are afforded tuition remission for these children registered at WSOC for the length of their employment. With a highly competitive salary range, based upon experience, our school is committed to supporting its faculty and staff.

## **Salary Range**

FSLA STATUS: Non-Exempt

SALARY: Full-Time (Hourly) 7:00am-3:30pm; \$22.44 to \$30.25 (range based on experience)

## **How to Apply**

To receive full consideration, candidates must submit a letter of interest, a current CV and a list of three references (to be contacted with permission). All materials will be kept confidential.

To apply, please send required documents to:

[employment@waldorfschool.com](mailto:employment@waldorfschool.com)

Waldorf School Orange County

2350 Canyon Drive, Costa Mesa, CA 92627

(949) 574-7775



## Our School Vision

WSOC has the vision of a world where the sanctity of childhood is protected; the unique gifts of every student are respected; and graduates courageously embrace the future as engaged global citizens.



## Waldorf School Orange County is an Equal Opportunity Employer

*Job descriptions are written as a representative list of the **ADA essential** duties performed by the entire classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.*



**WALDORF SCHOOL**  
ORANGE COUNTY

Serving students from 18 months to 18 years  
2350 Canyon Drive, Costa Mesa, CA 92627  
949-574-7775

**[www.waldorfschool.com](http://www.waldorfschool.com)**