



HELLENIC COLLEGE HOLY CROSS GREEK ORTHODOX SCHOOL OF THEOLOGY

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Facilities and Grounds Technician

Combined Generalist Role — Custodial, Grounds, and Facilities Maintenance

Department: Facilities and Campus Operations

Reports To: Director of Buildings and Grounds

Employment Status: Full Time, Non-Exempt (Hourly)

Work Schedule: Monday through Friday, 10:00 a.m. to 6:00 p.m. Evening, weekend, holiday, and emergency response work may be required based on operational needs and weather conditions.

Position Summary

Hellenic College Holy Cross is seeking a versatile, highly capable Facilities and Grounds Technician to serve as a full-scope member of the campus operations team. This role combines custodial services, grounds and landscape maintenance, and building facilities maintenance into a single generalist position.

This position is designed for a small, cross-trained facilities team in which each team member is expected to move fluidly between cleaning, grounds work, and building repair depending on the needs of the day. It is best suited to a candidate who is comfortable with variety, takes ownership of the entire campus environment rather than a single function, and is willing to build broader skills over time.

The Facilities and Grounds Technician represents a higher level of responsibility and breadth than the Groundskeeper/Custodian or Facilities Maintenance Technician roles individually, and compensation reflects that combined scope. Candidates should honestly assess their comfort working across all three functional areas before applying; this is not an entry-level position.

Essential Duties and Responsibilities

Custodial Services

- Maintain the cleanliness and appearance of academic buildings, administrative offices, residence halls, dining areas, chapel spaces, restrooms, classrooms, and common areas.
- Sweep, mop, vacuum, dust, sanitize, and disinfect assigned facilities using approved cleaning procedures and products.
- Clean interior and exterior windows, doors, glass surfaces, and high-touch areas.
- Empty trash and recycling containers and dispose of waste properly; restock restroom and custodial supplies.
- Assist with room setups and breakdowns for meetings, conferences, liturgical events, and campus activities.
- Respond promptly to custodial requests and emergency cleanup situations.

Grounds and Landscape Maintenance

- Maintain lawns, athletic fields, landscaped areas, gardens, sidewalks, parking areas, and exterior campus spaces.
- Plant, water, prune, weed, mulch, and trim shrubs, and perform seasonal landscape improvements.
- Operate commercial lawn mowers, tractors, string trimmers, leaf blowers, and other grounds equipment safely.
- Remove snow and ice from sidewalks, parking lots, entrances, and emergency access routes, and respond to winter weather events as needed.
- Collect litter, maintain a neat campus appearance, and report unsafe conditions requiring corrective action.

Facilities Maintenance

- Perform preventive maintenance on buildings, equipment, and campus infrastructure, and complete assigned work orders in a timely manner.
- Repair doors, locks, windows, flooring, walls, ceilings, furniture, and building fixtures.
- Perform interior and exterior painting and light carpentry, including framing, drywall repair, and hardware installation.
- Perform minor plumbing repairs, including faucets, toilets, drains, valves, and fixtures.
- Assist with HVAC preventive maintenance and seasonal inspections.
- Replace lighting fixtures, lamps, switches, receptacles, and related electrical components within the scope of training.
- Support licensed contractors during major repair, renovation, or capital projects.

Safety, Compliance, and Records

- Conduct routine inspections to identify maintenance and safety concerns across buildings and grounds.
- Maintain compliance with OSHA standards, institutional policies, and safe work practices.
- Maintain custodial, grounds, and maintenance equipment in safe working condition and report repair needs.
- Maintain accurate work orders and departmental maintenance records.
- Keep maintenance shops and storage areas organized and safe.

Required Qualifications

- High school diploma or equivalent.
- Minimum of two years of combined experience across custodial, grounds maintenance, or facilities/building maintenance work.
- Working knowledge of commercial cleaning equipment and cleaning chemicals, grounds maintenance equipment, and basic hand and power tools.
- Basic knowledge of plumbing, carpentry, painting, and electrical systems sufficient to perform minor repairs.
- Ability to read and interpret work orders and maintenance instructions.
- Ability to communicate professionally with faculty, staff, students, clergy, visitors, and contractors.
- Dependable attendance and punctuality, and the ability to work independently across multiple functional areas in a single day.
- Valid driver's license.
- Successful completion of a background check.

Preferred Qualifications

- Three or more years of combined custodial, grounds, and facilities maintenance experience.
- Technical training or certification in HVAC, plumbing, electrical, carpentry, or a related trade.
- Experience working in higher education, healthcare, hospitality, or institutional facilities.
- OSHA safety training.
- Experience with snow removal operations and computerized maintenance management systems.

Physical Requirements

- Ability to stand, walk, kneel, crawl, bend, and climb ladders for extended periods across a full workday.
- Frequently lift, carry, push, and pull materials weighing up to fifty pounds.
- Ability to work indoors and outdoors in all seasons and varying weather conditions, including rain, snow, heat, and cold.
- Ability to operate cleaning, grounds, and maintenance equipment and machinery safely.
- Ability to work safely in confined spaces and at elevated locations.
- Ability to respond to winter snow removal operations, including outside of scheduled hours.

Core Competencies

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| • Versatility | • Mechanical Aptitude |
| • Customer Service | • Dependability |
| • Initiative | • Safety Awareness |
| • Attention to Detail | • Problem Solving |
| • Time Management | • Communication Skills |
| • Ownership and Accountability | • Collaboration |

Compensation and Benefits

- Competitive hourly compensation reflecting the broader combined scope of this role, based on qualifications and experience.
- Generous paid time off.
- Medical, dental, vision, and life insurance.
- Retirement benefits through the College's 403(b) plan.

Materials should be submitted electronically to: hr@hchc.edu

HCHC values diversity and is committed to equal opportunity for all persons regardless of age, color, disability, ethnicity, or any other status protected by law.

For more information on Hellenic College Holy Cross, please visit our website at <https://www.hchc.edu>