Basking Ridge Facilities Maintenance Technician
The Pingry School

About Pingry
The Pingry School, a prestigious K-12 coeducational, independent day school with a rich history dating back to its founding by Dr. John F. Pingry in 1861, stands at the forefront of academic excellence in the United States. With campuses located in Basking Ridge, Pottersville, and Short Hills, New Jersey, Pingry is celebrated for its academic programs, a student-written Honor Code that underpins our community values, and a comprehensive commitment to arts, athletics, community, and civic engagement. Our mission is to inspire in our students a lifelong passion for learning, personal development, and social responsibility, preparing them to be global citizens and luminaries of the 21st century. Rooted in relationships and guided by our foundational philosophy, Pingry is a vibrant community of more than 1,200 students hailing from over 90 towns across New Jersey and New York. At Pingry, we are united by a love of learning and a commitment to preparing students to navigate the complexities of the 21st century with confidence and integrity. For more information, we invite you to visit our website at pingry.org or connect with The Pingry School on Facebook, X, and Instagram to discover why we love school.

Position Summary
Facilities Technicians play an important role in keeping Pingry's Basking Ridge Middle and Upper School campus safe, functional, welcoming, and ready for daily school life. This is a hands-on facilities position supporting a nearly 200-acre campus that includes academic buildings, arts and event spaces, athletic facilities, indoor gathering areas, walkways, parking areas, and other shared campus spaces.

This is a versatile facilities and light maintenance position for someone who enjoys practical, hands-on work and wants to contribute to a close-knit school community. Pingry's Facilities team handles many projects in-house, so this role may include light repairs, light carpentry, drywall work, room setups, furniture moves, deliveries, event support, basic building maintenance, and seasonal or weather-related work.

The Basking Ridge campus is an active environment with a full school calendar. Facilities Maintenance Technicians help prepare spaces for academic programs, athletics, assemblies, concerts, theater productions, admissions events, alumni gatherings, Commencement, and other community-wide events. The work directly supports students, employees, families, visitors, and the overall experience of the campus.

Reporting to the Building Trades Supervisor, Basking Ridge, this is a 12-month, full-time hourly position with regular working hours from 7:30 a.m. to 4:00 p.m., Monday through Friday. Flexibility is required, as occasional early morning, evening, weekend, overtime, or weather-related work may be needed for events, athletics, snow removal, campus emergencies, or other operational needs.

We are willing to train the right candidate who brings reliability, a strong work ethic, comfort with hand tools, and a willingness to learn. This is a strong opportunity for someone with maintenance, trades, construction, warehouse, moving, event setup, military, or similar hands-on experience who wants to be part of a school community and take pride in work that is noticed and appreciated every day.

What Will Help You Succeed

- You enjoy hands-on work and are willing to learn new skills. You can safely use hand and basic power tools, follow instructions, ask questions when a task or safety requirement is unclear, and keep developing your abilities over time.
- You take pride in preparing spaces well. Whether setting chairs for an assembly, arranging tables for a school event, moving furniture, hanging displays, or completing a light repair, you understand that your work affects how students, employees, families, and visitors experience the campus.
- You are dependable when priorities change. School operations often require quick adjustments for events, athletics, weather, deliveries, and maintenance needs. You stay steady, communicate clearly, and complete assignments reliably.
- You notice details and take initiative. You help keep storage areas organized, identify items that need repair, report building concerns, replace light bulbs when needed, and help prevent small issues from becoming larger problems.
- You enjoy being part of a team. Campus operations require cooperation, flexibility, and a service-minded approach. You work respectfully with colleagues and maintain a courteous, helpful presence around students, employees, families, and visitors.

Key Responsibilities

General Contracting Projects and Routine Maintenance

Respond to daily maintenance requests and perform general building-support tasks such as changing light bulbs, touch-up painting, minor plumbing support, carpentry, hanging displays or pictures, assembling items, and assisting with basic repairs across campus.

Event and Campus Setup

Set up, break down, and reset spaces for school events, assemblies, meetings, athletics, performances, admissions programs, alumni events, Commencement, and other campus gatherings. Move and arrange tables, chairs, staging materials, displays, signage, furniture, and related event equipment safely and accurately.

Campus Operations and In-House Support

Assist the Facilities team with a wide range of in-house projects and daily operational needs. Support classroom, office, athletic, arts, and event spaces by helping ensure that spaces are properly prepared, functional, and ready for use.

Deliveries, Moving, and Inventory Support

Receive, move, and distribute deliveries, packages, furniture, equipment, and supplies to departments and spaces across campus. Help maintain organized storage areas and support inventory-related tasks as assigned.

Organization and Safety
Maintain facilities workshops, tools, storage rooms, equipment areas, and workspaces in a clean, orderly, and safe condition. Identify and report maintenance concerns, safety issues, or building deficiencies to the supervisor.

Seasonal and Weather Readiness
Support seasonal campus needs, including snow removal, salting, storm preparation, cleanup, and other weather-related work. Assist during high-use periods, campus emergencies, and special events that require additional Facilities support.

Community Presence
Work professionally and respectfully in occupied school spaces. Follow campus protocols, maintain confidentiality when appropriate, and model Pingry's values of integrity, respect, and care for the community.

Qualifications and Requirements

- Valid driver's license.
- High school diploma or equivalent required.
- Previous experience in facilities, maintenance, trades, construction, moving, warehouse operations, event setup, military service, or other hands-on work preferred.
- Proficiency in using hand tools and basic power tools
- Ability to follow multi-step directions carefully while also working independently when assigned.
- Reliable, punctual, service-oriented, and able to adjust to changing campus needs.
- Strong interpersonal skills and the ability to work productively as part of a team.
- Valid driver's license required.
- Ability to work occasional overtime, early mornings, evenings, weekends, and weather-related assignments as needed.
- Ability to perform the essential functions of the position, with or without reasonable accommodation, including moving throughout an active educational campus; standing, walking, bending, crouching, climbing ladders, and remaining in mobile or stationary positions for extended periods; and safely moving, transporting, or lifting equipment and materials weighing up to 50 pounds.
- Commitment to fostering a diverse, equitable, and inclusive community aligned with the mission, pillars, and community values of The Pingry School.

Preferred at Hire

- Previous experience in facilities, maintenance, construction, moving, warehouse operations, event setup, military service, or another hands-on field.
- Basic plumbing skills.
- Ability to read blueprints or construction drawings.

- Metalworking or welding experience.
- Experience changing a tire and safely jump-starting a vehicle.
- Experience working outdoors in varying weather conditions.

Qualified candidates are invited to apply online at https://www.pingry.org/careers.

The salary range for this position is **$22 to 30/hour.** Final compensation will be determined based on experience and education.

Pingry offers a comprehensive benefits package to full-time employees, including, but not limited to, medical, dental, and vision coverage; retirement plans with employer matching; life and disability insurance; tuition remission for employees' children; and access to wellness and professional development resources.

A full list of benefits is available at www.pingry.org/careers.