



POSITION AVAILABLE  
**BUILDING & GROUNDS TECHNICIAN**  
THE PUTNEY SCHOOL

The Putney School is seeking a **Buildings and Grounds Technician** to begin work immediately. The Putney School campus is 600 acres comprising a farm, woodlands, dormitories for 180 boarding high school students, faculty housing, classrooms, and administrative buildings. The Buildings and Grounds Department, led by the Director and Assistant Director of Facilities, is a small, hardworking team that relies on good communication and cooperation to maintain facilities ranging from historic to state-of-the-art.

**About The Putney School:**

Putney is a progressive boarding school for 230 hardworking and curious students in Putney, Vermont. Hands-on learning is embedded in the school's culture: a working dairy farm, expansive arts offerings, a robust work program, miles of wooded trails, and large solar arrays serve our curriculum. Employees are also part of an intentional residential experience that values belonging and community. We seek applicants who find joy in their work and help others realize how much fun authentic, student-centered learning can be. The school cultivates and sustains an educational community that values difference. Community members explore how they contribute to building a home at Putney where everyone, especially those from historically marginalized populations, can honor their individual racial, gender, ethnic, and socio-economic identities. Putney recognizes this is difficult, communal work, and the school supports all its employees in developing this critical skill set.

**Responsibilities:**

- Perform a variety of work in the maintenance of the Putney School campus; including grounds maintenance, basic building repairs, interior and exterior painting, snow removal, etc.
- Work closely with students in Putney's work program and facilitate afternoon activities.
- Assist with loading and unloading deliveries and moving furniture, supplies, and equipment around campus as needed.
- Assist with moving, setting up, and breaking down tables, chairs, tents, equipment, etc., for campus programs and events.
- Assist with coordinating and performing maintenance on equipment and vehicles.
- Custodial and other duties as assigned.

**Qualifications:**

- High School diploma (or equivalent), at least one year of experience, and a valid driver's license are required.
- Must have a strong work ethic, eagerness to learn, and be self-motivated to accomplish tasks independently.
- Must be able to work closely with high school students and work collaboratively with coworkers, faculty, and administration.
- Must be able to perform strenuous physical labor in all seasons, weather, and temperatures; to lift at least 50 pounds; to utilize ladders, hand tools, power equipment, and pickup trucks.
- Typical work hours are Monday-Friday, 8am-4:30pm, but flexibility in response to the school's schedule is required and occasionally includes early mornings, evenings, and weekends.
- General knowledge of plumbing, electrical, mechanical, and equipment troubleshooting and repair is preferred, and experience in any facet of general construction will be considered.
- Ability to pass a criminal-background check and authorization to work in the United States are required.



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**Benefits:**

- Competitive compensation depending on experience.
- Health benefits, paid vacation, and 403(b) retirement plan contributions.

**How to Apply:**

- Please submit a cover letter and resume via email to [employment@putneyschool.org](mailto:employment@putneyschool.org), or download, complete, and submit an employment application from our website at [www.putneyschool.org/employment](http://www.putneyschool.org/employment). We will continue reviewing applications until the position is filled.