

JOB DESCRIPTION

JOB TITLE: Head of Maintenance & Facilities
SUPERVISOR/EVALUATOR: Chief Educational Officer
DESCRIPTIONS: The Head of Maintenance will assist the Chief Educational Officer in matters pertaining to cleaning/maintenance of the school.

QUALIFICATIONS:

Spiritual

The Head of Maintenance & Facilities should exhibit the following:

1. Be a Christian believer and subscribe, without reservation, to the corporation's "Trinity Christian School Position on Denominational Issues Including Doctrine and Traditions" which includes the Statement of Faith, Vision and Mission Statements, and Philosophy of Education.
2. Demonstrate a conviction that God has called him/her to become involved in a Christian school ministry. (I Corinthians 7:21-24)
3. Demonstrate a consistent outward evidence of an inward Christian character. (I Timothy 4:12)
4. Maintain a regular and contributing involvement in a local Christ-centered church which believes in the authority of the Bible. (Hebrews 10:24-25)
5. Be convinced of the importance of prayer and a daily time of meditation in the Bible and actively pursue a relationship with God. (Psalm 42:1-2)
6. Demonstrate spiritual maturity and a teachable spirit. (Titus 2:2-8)
7. Have a workable knowledge of the Bible. (I Timothy 4:7)
8. Possess qualities of Christian leadership as recorded in I Timothy 3:2-12; Titus 1:6-9; Matthew 20:26-27; and Mark 9:35.

Positional Requirements

The Head of Maintenance & Facilities should fulfill the following requirements:

1. Aptitude in cleaning and maintenance procedures as evidenced by education and/or experience.
2. Be supportive of school's purpose and policies.

Physical Requirements

1. The person in this position needs to move regularly about inside and outside the school facility/grounds to access machinery, HVAC units, fire safety system, etc.
2. Occasionally operates a computer and other office productivity machinery.
3. Occasionally ascends/descends a ladder to service the lights, HVAC units, sprinkler systems, and ceiling tiles.
4. Constantly positions self to maintain HVAC systems, electrical outlets and boxes, etc., inside and outside the school building/grounds..
5. The person in this position frequently communicates with students, teachers, administration, salespersons, and repairmen.
6. Occasionally must be able to detect electrical, gas, and sewer odors.
7. Frequently moves boxes and equipment weighing up to 50 pounds across campus for various classrooms and events.
8. Regularly works in outdoor weather conditions.

Code of Ethics and Standards of Conduct

1. Each employee is instructed to be responsible for both the integrity and the consequences of his or her own actions.
2. Each employee must exhibit the highest standards of honesty, integrity, and fairness.
3. Employee conduct should be such as protects both the person's integrity and/or reputation of Trinity Christian School.
4. Employee shall perform his/her job in a competent and ethical manner without violating the public trust or applicable laws, policies, and regulations
5. All employees of Trinity Christian School are expected to exhibit exemplary conduct at all times. Not only should their lives bring honor and glory to the Lord at school but also in all places outside the school.

6. At no time should an employee engage in any activity that might become a stumbling block to students, parents, or others of the Christian community. (Proverbs 10:23, Proverbs 20:11, Romans 12:1-2, Ephesians 5:1-21, Philippians 1:27)
7. Employee will manifest, by precept and example, the highest Christian virtue of personal decorum, serving as a role model (I Tim.4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and fellow faculty members in judgment, respect, and Christian living. This includes, but is not limited to, the refraining from such activities as the use of liquor, tobacco, illicit drugs, and the use of vulgar and profane language (Colossians 3:17; I Thessalonians. 2:10; 5:18, 21-22; James 3:17-18) on school property, and during any and all school functions and trips.
8. The employee agrees that the Bible dictates standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity, homosexual behavior, sexual orientation, transgender identity, or any other violation of the unique roles of male and female. (Rom. 1:21-27; I Cor. 6:9-20). TCS believes that biblical marriage is limited to a covenant relationship between a man and a woman (Genesis 2:21-24, Ephesians 5:22-33).
9. The employee adheres to the unique role of male and female as clearly defined in the Bible. Romans 1:24-32 states that God recognizes homosexual and other deviate sexual behavior as perverted. Such deviation from Biblical standards is grounds for termination (Romans 12:1-2; I Corinthians. 6:9-20; Ephesians 4:1-11; 5:3-5; I Thessalonians 4:3-8; I Timothy 4:12; II Timothy 2:19-22; I Peter 1:15-16; I John 3:1-3).
10. No employee shall be alone, in private (out of view of other individuals) with any student.

RESPONSIBILITIES:

The Head of Maintenance' & Facilities responsibilities shall include, but not be limited to the following:

1. General Cleaning/Maintenance Duties
 - A. Oversee cleaning, maintenance, and stocking of bathrooms.
 - B. Oversee the cleaning & maintenance of the buildings which includes the floors, carpets, windows, water fountains, pulpits, lights, and furniture.
 - C. Clean the kitchen each week during the school year.
 - D. Schedule the eight (8) week maintenance of the heating & air conditioning units.
 - E. Oversee the setting up and tearing down for all church and school programs.
 - F. Schedule the yearly screening and recoating of the gym floor.
 - G. Establish the summer painting and touch-up schedule.
 - H. Assist the Chief Educational Officer with developing the schedule for opening and closing for athletic events and school programs.
 - I. Order supplies needed for cleaning and bathrooms.
 - J. Conduct the bi-annual in-house asbestos inspection.
 - K. Schedule the 3-year asbestos inspection.
 - L. Supervision and yearly evaluation of custodians.
 - M. Oversee and maintain all electrical, plumbing, HVAC, fire safety, and associated building systems.
 - N. Maintain and repair indoor machines for floor cleaning and refinishing.
 - O. Maintain and repair all outdoor landscaping equipment and vehicles.
 - P. Maintain athletic field surface.
 - Q. Execute snow and ice removal of main corridors and walkways.
 - R. Coordinate outside contractor appointments for equipment inspections and services.