

Trinity Christian School
Morgantown, WV

Job Description: Maintenance Director for Building and Grounds

General Description

Job Summary: The Maintenance Director for Building and Grounds is responsible for the planning, oversight, and execution of all preventive and routine maintenance, day-to-day maintenance, and assisting in custodial duties as necessary. To accomplish these tasks the Maintenance Director will partner with School Leadership to identify goals and objectives.

Hired by: Superintendent with approval from TCS Board of Directors

Responsible to: Superintendent

Supervises: Custodial Staff

Evaluated: An annual written evaluation is provided by the Superintendent.

Type of Position: This is a *contracted, exempt* position that is paid on a *salaried* basis.

Last Revision: April 2024

Required Spiritual Qualities

It is expected that the Director of Maintenance will:

- Acknowledge Christ as Savior and seek to live his/her life as His disciple.
- Believe the Bible to be the only infallible, inspired, authoritative, inerrant Word of God, our standard for faith and practice.
- Believe, endorse, and actively support the school's **Statement of Faith** (attached).
- Demonstrate a desire for spiritual growth as evidenced by his/her prayer life, Bible study, and spiritual outreach to others.
- Be a **Christian role model** in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Demonstrate the fruit of the Spirit (Galatian 5: 22-23).
- Share the Christian faith with others.
- Have a Christ-centered home.
- Actively participate in a local Bible-believing church (i.e., whose Statement of Faith is consistent with the school).

Required Professional Qualities

It is expected that the Director of Maintenance will:

- Hold a High School diploma or equivalent.
- Experience in building and grounds operations.
- Familiarity relating to maintenance and inventory.
- Ability to read chemical labels.
- Ability to read material safety data sheets (MSDS).
- Ability to initiate and complete work.
- Demonstrate willingness to work variable hours, evenings and weekends as necessary.

- Ability to take initiative and complete work orders
- Ability to prioritize work
- Ability to critical think and develop a preventative / routine maintenance plan

Required Personal Qualities

It is expected that the Director of Maintenance will:

- Sign and live by the School's **Biblical Lifestyle Statement** (attached), as well as the Vision and Mission Statements, Statement of Beliefs, and Code of Ethics and Standards of Conduct Statement (Board Policy Manual) as a condition for employment and continued employment in this ministry.
- Demonstrate a sensitivity and ability to interact effectively with staff, parents, volunteers, and children in a collaborative and constructive manner.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Display courtesy and patience in dealing with others.
- Defend principles and conviction in the face of pressure and partisan influence.
- Recognize his/her own mistakes and take measures to correct them.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Seek to appreciate and understand the uniqueness of the community.
- Place his/her school ministry ahead of other jobs or volunteer activities.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.
- Demonstrate openness to new ideas, initiatives, and concepts in education.
- Engage in life-long learning and ongoing professional development.

Essential Job Functions - Accountabilities

It is expected that the Director of Maintenance will perform the following duties:

- Maintain school buildings and grounds in top condition to ensure full and productive use of all facilities
- Work with Superintendent and School Leadership to develop a comprehensive preventive/route maintenance program for the school facilities
- Communicate effectively with co-workers, staff, school administration, and students as necessary
- React to change and handle other task as assigned
- Appropriately operate all equipment and machinery as nessary.

Spiritual Leadership

- Personally reflect the purpose of the school, which is to honor Christ in every activity.
- Maintain professional ethics as reflected in Scripture, integrating the Christian worldview into all tasks.

General Duties

- Assist in maintaining school buildings and grounds in top condition.
- Assist in promoting the safety, health, and comfort of students and employees in school and buildings.
- Work closely with the janitorial staff
- Maintain a high standard of cleanliness, safety, and efficiency in all maintenance and repair projects.
- May perform preventive maintenance, repair, and installation in connection with:

- Electrical, plumbing, and HVAC systems
- Exterior and interior of buildings
- School grounds
- Work OT when emergencies arise
- Act as a substitute custodian if necessary
- Adhere to all health and safety policies, including precautions of the Bloodborne Pathogens Exposure Control Plan
- Other duties as assigned by the Superintendent/Administration

Physical Requirements/Environmental Conditions:

- Requires prolonged standing
- Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials
- Requires stooping, kneeling, crawling, bending, turning, and reaching
- Requires climbing and balancing
- Must work indoors and outdoors year round
- May work in noisy environments
- May work around dust, fumes, and odors
- Must be able to drive a lawn mower, operate equipment such as a weedeater, power washer, etc.

Note: Special circumstances may arise that may result in other duties being assigned.