



HCS Facilities & Maintenance Assistant Job Description

Reports To: HCS Facilities & Maintenance Manager

General Job Description: The Harrisburg Christian School Maintenance Assistant helps provide students and staff with a clean, safe, aesthetic and comfortable campus, buildings and fleet of transportation vehicles with which to carry out the educational objectives of the school.

Qualifications:

- Born-again believer in Jesus Christ, regular attendance at a Bible-believing and preaching church that stands in agreement with the CSAGH Statement of Faith
- Agrees with Articles II, III and XII, section 1 of the Constitution of the Christian School Association of Greater Harrisburg, Pennsylvania
- Possesses a clear philosophy, passion, and pursuit of excellence for Christian Education and CSAGH's vision
- Prefer commercial driver's license with passenger endorsement (CDLP)
- Prefer experience in minimum of three of the following areas: carpentry, electrical, plumbing, heating and air conditioning, grounds keeping
- Be able to work a flexible work schedule during inclement weather and/or special events
- Be willing to work as team member and have a "can do" attitude
- Has strong organizational skills, is detail oriented, and efficient
- Basic knowledge of Microsoft Office Suite

Primary Duties/Responsibilities:

Physical Grounds and Facilities

- Complete the set up and tear down of tables, chairs, other furniture and equipment for campus events and meetings
- Move bulk trash, heavy furniture, equipment and supplies as needed
- Mow and maintain landscaping and physical grounds as needed
- Remove snow/ice from sidewalks, driveways and parking areas using school snow plow, snow blowers and snow shovels and spread snow melting chemicals as needed

Maintenance and Repair

- **Plumbing:** Basic maintenance, repair, and installation

- **Electrical:** Repair, replace or install power switches, receptacles, ceiling lights
- **Carpentry:** Paint and repair wall and building structure components

Other Duties:

- Performs other duties as assigned by supervisor