



## **HCS Facilities & Maintenance Manager Job Description**

**Reports To:** Chief Operations Officer

**General Job Description:** The Harrisburg Christian School Maintenance Manager is responsible for ensuring the completion of all property maintenance site-level activities with the assistance of the HCS maintenance staff. To 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. The Maintenance Manager is responsible for the overseeing of all maintenance, repair, and cleaning of all school buildings, vehicles, and grounds 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
- Experience managing a team of employees
- Manage and direct a 38 acre, multiple building campus and branch campus location(s)
- Demonstrates ability to manage mechanical systems, structural components of commercial buildings and contract negotiations
- Be able to work a flexible work schedule during inclement weather and/or special event set-up
- Be willing to work as team member and have a "can do" attitude
- Has strong organizational skills, is detail oriented, and efficient
- High degree of skill with Microsoft Office Suite
- Current Pennsylvania Department of Education employment clearances: FBI Fingerprint/ Act 114 Federal Criminal Background Check, Act 151 State Child Abuse Background Report, Act 34 PA State Police Background Clearance

**Primary Duties/Responsibilities:**

- Assess scope of facility maintenance and custodial services and establish a standard routine of operation and supervision
- Supervises and directs work of all Maintenance/Facilities staff, contractors and volunteers
- Maintain procedures of response to the requests of the Administration, Faculty, and Staff for repairs or maintenance in the area in which they work in a timely manner (i.e. maintenance tickets)
- Maintain an annual budget for necessary repairs, cleaning/custodial services, and regular maintenance of buildings, grounds, and vehicles
- Create a regular maintenance schedule for all buildings, grounds, and vehicles
- Maintain the scheduled use of the school van/bus for field trips and sports
- Coordinates with the Athletic Director regarding the maintenance and preparation of athletic fields for all scheduled events
- Coordinates a regular "safety audit" of all campus locations and oversees any necessary repairs; maintains building security and ensures compliance with all established fire safety standards and procedures; ensures that security and alarm systems, and fire extinguishers, sprinkler systems; and all safety and fire prevention systems are inspected and maintained
- Coordinates and assists the storage of school-wide supplies and equipment
- Maintains necessary inventory of all supplies and materials used for maintenance/facilities
- Oversees requisitions of supplies and materials needed in accordance with the budget
- Coordinates currency of all licenses, certifications, and inspections required by federal, state, local, or other appropriate authorities including but not limited to water supply system, waste water disposal system, fuel oil tanks, furnace, and emergency generator; maintain records of all related maintenance, licenses, certifications, permits and inspections
- Ensures that all school vehicles are registered, inspected, and comply with all regulations
- Coordinates the set up and tear down of chairs and furniture for special events
- Performs other duties as assigned by supervisor

**Terms of Employment:** Twelve months a year.

**Benefits:**

- Medical, dental and vision insurance
- Group paid life insurance, additional coverage available
- 13 sick days, 2 personal days
- 403B Retirement, employer does not match at this time