

ASHEVILLE CHRISTIAN ACADEMY
GENERAL MAINTENANCE POSITION
JOB DESCRIPTION
(Full time)

The General Maintenance position is a 12-month position that assures the operations of the school's campus in a safe, clean and supportive environment. Maintenance serves the Administration, Faculty, and Student body, working with the Director of Operations and other staff personnel that are in place to seamlessly carry out the demands of each component. This position is supervised and evaluated by the Director of Operations, and focuses on four areas of operation: These are as follows:

- Grounds
- Security
- Physical Plant
- Transportation

GENERAL RESPONSIBILITIES

- Contribute to the team effort of the faculty and staff to best meet the spiritual, physical, and mental needs of the overall student-parent body.
- Heartily adhere to the statement of faith of ACA.
- Pray regularly for students, faculty, and staff.
- Incorporate Biblical principles in all relationships and tasks throughout the daily routine. (E.g. diligence, hard work, forgiveness, peaceableness, etc.)
- Maintain strict confidentiality of information about students, parents, faculty, and staff.
- Attend staff meetings as required.
- Perform other tasks as directed by the Director of Operations.

SPECIFIC DUTIES AND RESPONSIBILITIES

Physical Plant

- Overview – (under direction of the Campus Manger)
 1. Working with all contractors and subcontractors.
 2. The implementation of a yearly cycle for maintenance.
 3. All extra-curricular usage, including rental, of the facilities.
- Ensure –
 1. The maintenance of all regulatory and safety standards that apply to the physical plant and campus.
 2. The maintenance of high standards of building cleanliness, repair, and usage.
- Work cooperatively with plant users to address all needs during the school day and for afterhours programs and usage.
- Work with main receptionist and be able to use equipment/function as a substitute receptionist.
- Work with the Campus Manger in the planning and management of new construction and renovation projects including all the required planning, design, engineering, estimation, procurement, receiving, construction, and installation.

Grounds

- Work with Director of Operations and other maintenance staff to keep grounds safe for vehicle and foot traffic between entrance of school and building accesses.
- Strive to maintain the grounds expenditures within the budgeted amount.

Security and Safety

- Overview –
 1. Be involved with the implementation of a campus crisis management plan.
 2. Be knowledgeable of the operation and management of all communication systems on the campus.
- Maintain building and grounds security measures during the school day and during non-school hours.
- Work with other staff to ensure a positive environment for guests and families while on campus.
- Work with the Director of Operations to establish and maintain proper security policies and procedures.
- Recommend and implement policies and procedures that will improve the security of the campus.

Transportation

- Overview –
 1. Be involved in the contracted maintenance services for all school vehicles.
 2. Be involved in the purchase of new school vehicles.
- Ensure along with the Director of Operations that –
 1. Inspections and safety standards for all vehicles are maintained.
 2. Drivers of vehicles are trained in usage and safety guidelines.

Accountability:

- This position reports directly to the Director of Operations.
- Expected hours for this position are Monday through Friday 12:00pm to 8:30pm, plus 1 to 2 Saturday mornings a month during the school year, with notable exceptions for school activities, and events that require employee attendance.

Listed following are the typical core priorities of this position, which underscores ownership for the cleanliness of the entire campus.

- A. Bathrooms [staff and student]:
 - Floors picked-up
 - Sinks, toilets and urinals sanitized
 - Paper and soap stocked
 - Repairs as needed
- B. Arrival/dismissal of students:
 - Shuttle if required
 - Cones for dismissal
 - P/A System
 - Student parking
 - Signage
- C. Grounds:
 - Mowing
 - Trim
 - Trash
 - De-junking
 - Gardens
 - Driveway
 - Oversee student workers and parent volunteers

- Exterior lights
 - Quality surveillance of outside contractor
- D. Building and Grounds Maintenance and Preventative Maintenance:
- General building repairs.
 - Clean and maintain all gutters, downspouts, siding, windows and foundations of buildings.
 - Touch-up painting as needed.
 - Maintain safe and attractive grounds.
 - Maintain and service all power equipment.
 - Remove snow and ice from driveway and sidewalks as needed.
- E. Special needs
- Be accessible on cell phone during all work hours.
 - Teacher needs (fast response).
 - Be available at special school events.
 - Deliveries.
 - Set-up and break down for chapels and other meetings.
 - Be available to share overtime responsibilities with other maintenance staff.
- F. Campus Security
- Be sure all systems for opening and closing down the campus are in place.
 - Help facilitate the Crisis Management Plan.
 - Be readily available to respond to security needs.
 - Be sure all locks, doors and windows are in good repair.

POSITION REQUIREMENTS

1. A clear and uncompromised commitment to the Christian faith.
2. Personal and professional neatness.
3. Five years experience with knowledge in at least three of the following areas: construction, maintenance, grounds, transportation, or housekeeping.
4. Knowledge of computers, and general mechanical aptitude.
5. Ability to relate to others in a cooperative and courteous manner, and ability to deal with confidential matters.
6. Organizational and problem-solving skills.
7. Is a self-starter, taking initiative to see tasks through to completion.
8. This position may require any and/or all of the following: standing, walking, sitting, lifting, pushing, pulling, carrying, stooping, kneeling, crouching, crawling, climbing, balancing, reaching, operating proper body mechanics, mechanical rolling devices, hearing, seeing, vision: far, near, depth, field, accommodation, color vision; environmental conditions: wet, humid, hot, cold; noise, and vibration

BENEFITS

1. Vacation time and school holidays.
2. Hourly position.
3. Retirement: 401 (k) plan after one-year period.
4. Professional Development
5. See Professional Standards Handbook regarding professional courtesy.