

ASHEVILLE CHRISTIAN ACADEMY
GENERAL MAINTENANCE POSITION
JOB DESCRIPTION
(Part time – 25 hours per week)

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 Campus Manager 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 Campus Manager, and focuses on four areas of operation: These are as follows:

- Physical Plant
- Grounds
- Security
- 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 Campus Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

Physical Plant

- Overview – (under direction of the Campus Manger)
 1. The general upkeep of Founder's Hall, East, West and Fieldhouse Buildings.
 2. Extra-curricular event usage, including rentals, academic, athletic, and fine arts events.
- 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 facilities users to address all needs during the school day and for after hours programs and usage.
- Work with the Campus Manger in the planning and management of school operations.
- Work with main receptionist and be able to use equipment/function as a substitute receptionist.

Grounds

- Work with the Campus Manager, other maintenance staff, and athletic department staff to maintain and improve campus landscaping.
- Work with other maintenance staff in the maintenance and use of outdoor and landscaping equipment.
- Work with Campus Manager and other maintenance staff to keep grounds safe for vehicle and foot traffic between entrance of school and building accesses.

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 Campus Manager 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 Campus Manager 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 Campus Manager.
- Typical hours for this position are Monday through Friday, 11:00am-4:00pm, 2-3 Saturday mornings a month, with notable evening additions 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
 - Trash removed
 - Paper and soap stocked
 - Repairs as needed
- B. Arrival/dismissal of students:
 - Shuttle if required
 - Cones for dismissal
 - Student parking
 - Signage
- C. Grounds:
 - 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.
 - Touch-up painting as needed.
 - Maintain safe and attractive grounds.
 - 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.
 - Make sure deliveries end up at the proper destination.
 - 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.
 - Maintain fire evacuation routes for all rooms.

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. Five sick days.
2. Ongoing training as funds are available.
3. Professional Courtesy based on hours worked per year.
4. See Professional Standards Handbook regarding all other policies.