



HAWAII BAPTIST ACADEMY JOB DESCRIPTION

JOB/POSITION TITLE: Assistant Facilities Director

OFFICE/CAMPUS: Facilities/School Wide

REPORTS TO: Facilities Director

STATUS: 12 Months (Exempt)

PRIMARY PURPOSE: Directs Physical Plant operations and future planning of HBA facilities; and establishes procedures for maintenance, repair and/or replacement of HBA facilities, grounds, vehicle fleet and systems equipment. Provides management and overview of HBA's security department; enforces fire and safety policy and procedures.

ESSENTIAL DUTIES/FUNCTIONS:

- Directs and inspects facilities for regulatory compliance.
- Assesses and monitors facility repairs to ensure cost effectiveness; establishes criteria for repair versus replacement of facilities.
- Develops and implements department's strategic plan in accordance with HBA's overall strategic plan.
- Creates, implements, and maintains department repair and capital improvement budgets; ensures compliance with budgetary constraints; and forecasts and plans facility improvements.
- Plans, develops and prioritizes projects and weekly work plans; ensures that materials are ordered, projects are designed and planned, and monies are available.
- Plans work/staff schedules; evaluates and monitors projects with regard to progress and costs.
- Coordinates and monitors status of work orders; estimates, requests, and purchases materials and equipment; and estimates labor costs.
- Maintains current knowledge in the field of facilities management/maintenance/security; establishes, implements and updates facility/security related policies and procedures; complies with federal, state and local laws and regulations; follows all safety precautions/standards and HBA policies and procedures.
- Ensures compliance with applicable building and safety codes, hazardous waste disposal, OSHA, hazardous materials, etc.
- Monitors campus emergencies, including equipment breakdowns, malfunctions and alarm calls.
- Manages and supervises department staff including, but not limited to, grounds workers, custodial staff, clerical staff and security personnel.
- Responsible for the maintenance and operation of the campus fire alarm systems and fire protection systems.
- Verifies department employee timesheets for accuracy and compliance with HBA policies and procedures.
- Responsible for security and other operational concerns for campus parking areas.
- Maintains effective communication with all City and County law enforcements officials and investigates and reports incidents of criminal nature to the appropriate municipal authority.
- Provides crowd control as required.
- Able to perform all duties of maintenance helper
- Able to manage multiple projects
- Able to supervise personnel
- Able to understand principles in all or some of various disciplines: electrical, plumbing, HVAC, masonry, carpentry, mechanical, auto, painting

- Able to troubleshoot problems and come up with a resolution
- Able to interface with other departments of the school
- Able to interface with vendors
- Proficient in computer skills,

OTHER DUTIES/FUNCTIONS:

- Ability to do other duties as assigned.

CORE COMPETENCIES REQUIRED OF ALL EMPLOYEES OF HBA: An employee of HBA must demonstrate the following core competencies:

- Christ-like Conduct. Imitate the life of Jesus Christ and take on his behavior, mindset, choices, and character, and apply it to everyday life. Exhibit love, humility, compassion, and servanthood, and allow God the opportunity to work in us and to manifest His Glory within us.
- Passion for Our Calling. Respond to God's passion in our hearts to complete the things He calls us to do. Acknowledge that passion encompasses more than the work, it taps into one's whole life purpose. Reward of wages and prestige are peripheral to using the God-given gifts and talents to have an effect on the greater good and an impact beyond oneself. Yield passionately to God's calling to live a life full of joy, satisfaction, and true fulfillment.
- Teamwork. Promotes teamwork through building consensus to develop mutual trust, respect, and commonality of goals. Supports team decisions, collaborates with others to develop team solutions, builds consensus, and resolves conflict.
- Customer Focus. Organizes and prioritizes resources to focus on and exceed customer expectations. Make it "easy to do business with" HBA. Demonstrate understanding, helpfulness, sensitivity, and a concern of the needs and feelings of external and internal customers.
- Effective Communication. Listens carefully to feedback and others' views and asks clarifying questions to confirm understanding. Clearly states views and opinions. Actively takes responsibility to ensure there is mutual understanding in all viewpoints and communication. Effectively adapts oral and written communication to the needs and interests of the target audience. Openly shares information in a timely manner with others who need that information.
- Results Orientation. Can be counted on to achieve assigned or promised results in a timely manner by utilizing resources effectively. Clarifies expectations and measurements of performance. Seeks guidance or other resources needed. Takes personal ownership for results by holding self and others accountable for results. Shows strong desire and drive for success by identifying and overcoming obstacles. Demonstrates a sense of urgency and is persistent in using extra effort to achieve results. Focuses efforts on, and strives to attain, results that are important to the mission of HBA and specific department goals.
- Practical Thinking and Decision-Making. Identifies, defines, and focuses on specific problems or issues. Determines information needs; collects, analyzes, interprets, and develops it for use in making decisions. Makes timely and appropriate decisions driven by the information, the needs of the organization, and the need for innovation and creativity to accomplish assigned tasks.
- Continuous Improvement. Strives to continually improve one's own job performance and to better the work environment, work quality, results, and how the work is done. Accepts both the need for and positive potential of change in the workplace. Willing to take managed risk to test approaches that may better satisfy a customer's needs or to meet HBA's needs and goals. Develops alternative and imaginative solutions and approaches to problems. Actively looks for

opportunities to redesign and improve work methods and makes changes to improve operating efficiency and quality of output.

- Supporting and Leading Change. Participates in all aspects of both the organizational and process oriented change cycles to accomplish the goals set for their particular level of responsibility. Identifies, plans for, and leads change needed to support HBA's mission and values.

WORKING CONDITIONS:

- Equipment and Software Use: Power, hand and stationary equipment and tools in the school's inventory. School vehicles, (i.e. trucks, cars). Proficient in computer skills – email and Microsoft Office Products.
- Work Hours: Ability to meet a flexible work schedule including evenings and weekends and available on-call for emergencies by telephone and/or cell phone. Normally 7:30 a.m. - 4:00 p.m., Monday - Friday.
- Mental Demands: Analytical and critical thinking ability, able to read tape measurements, electrical meters and other measuring devices, attention to detail, concentration.
- Physical Demands: Must be able to lift up to 50 pounds unassisted. Safely move items heavier than 50 pound using proper equipment. Must be willing to work from a ladder or scaffold. Work in attics and/or other close quarters.

QUALIFICATION REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of their life and; demonstrate a living relationship with Jesus Christ as described in "The Baptist Faith and Message", the tenets of the Southern Baptist denomination.
- Skills/Knowledge: Must be able to read, write and verbally communicate in English. Must be able to understand and obey all posted safety regulations, shop rules, and warnings. Must possess a current, valid state of Hawaii driver's license. Must possess leadership and management skills as well as the ability to know when to utilize them. Also key are team building and team membership skills. Possess or be able to acquire First Aid and CPR certification.
- Education/Training: Associate Degree or other post-secondary education preferred or equivalent work experience.
- Experience: Previous supervisory and work experience in a variety of construction and/or maintenance environments.

NOTE: The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.