



Providence Christian School of Texas

Position Title	Assistant Director of Facilities
Reports To	Director of Facilities
Position Purpose:	The Assistant Director of Facilities manages and maintains our buildings, grounds, and equipment.
Work Hours	7:30 a.m. – 4:00 p.m.
Work Calendar	Full Year
Vacation Designation	2 weeks

Position Summary:

The Assistant Director of Facilities manages and directs preventive and corrective facilities maintenance to maintain our buildings, grounds, and equipment. The Assistant Director also helps establish and direct departmental goals and objectives. The Assistant Director is responsible for carrying out the directives of the Director of Facilities, working in conjunction with the facilities staff as a unified team, and communicating with and overseeing contractors and vendors while on campus.

Qualifications:

- Ability to work independently and in a team environment
- Have a basic knowledge of computer applications such as spreadsheets, word processing, calendar, email and database software in the performance of the job
- Three (3) years of work experience where the primary function was in maintenance preferred
- Operations or repair work in one or more specialty trades such as plumbing, electrical, carpentry, heating, ventilating and air conditioning installation preferred

Essential Functions:

- Assist with supervision of facility/maintenance employees
- Assist with selection of all subcontractors and supervision of employees of subcontractors
- Maintain and complete helpdesk email requests
- Focus on decision making, implementation, and completion of preventative maintenance
- Oversee maintenance and repairs to buildings, grounds, and equipment on the school campus
- Purchase materials and parts as needed
- Assist in the preparation of the annual operating budget and estimate expenditures
- Manage HVAC equipment software, HVAC scheduler software, access controls software, alarm software, and exterior light schedules
- Maintain contact with security and alarms systems firms
- Assist with after-hours events and be on call as required
- Determine that the next-day's activities have been accounted for as required
- Use computer applications such as spreadsheets, word processing, calendar, email and database software in the performance of the job