Position Title: Head of Maintenance
Date Modified: April 2024
Reports to: Head of School, Assistant Head of School, and Early Childhood Director

Position Purpose
To create and maintain a safe, functional, secure, and clean facility for staff and students. To coordinate strategic preventative maintenance needs. To contact and solicit bids from independent contractors for repairs and capital improvements and assist with all building and remodeling projects.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Education and/or Experience: High School Diploma or equivalent qualification.
- Experience in maintenance is preferred.
- Good understanding of the technical features of plumbing, carpentry, and electrical systems.
- Interpersonal Skills: Works well with others from diverse backgrounds.
- Strong knowledge of facilities machines and equipment.
- Demonstrated ability to work with faculty and staff successfully.
- Strong organizational skills.

Head of Maintenance Requirements
- Supervising and leading all maintenance processes and operations.
- Maintaining regular inspections of the facilities to detect and resolve problems.
- Coordinate with teachers and staff to help with special events and programs
- Perform church setups for functions throughout the year.
- Weekly staff meetings with the church.
- Once a month operations meeting with the church.
- Ensuring all department workers adhere to the safety policies and procedures.
- Assigning repair schedules and evaluating repair cost estimates.
- Overseeing equipment stock and placing orders for new supplies when necessary.
**Electrical**
Performing routine maintenance and repair of electrical systems, as well as addressing issues with electrical equipment.

**Plumbing**
Providing maintenance and repair services for plumbing fixtures, including maintaining and repairing water fountains, and managing landscape sprinkler systems.

**Mechanical**
Performing maintenance and repairs on various building components, indoors and outdoors.

**Physical Requirements & Work Environment**
- Works well in a very involved and busy environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- Ability to lift up to 50 lbs.
- Ability to climb and work from stepladders and extension ladders.