



HAWAII BAPTIST ACADEMY
DETAILED JOB DESCRIPTION

Job/Position Title: Facilities Administrative Assistant/Facilities Worker

Office/CAMPUS: Facilities/School Wide

Reports to: Facilities Director

Status: 12 months (non-exempt)

Salary Range: \$42,564 – \$53,204

Primary Purpose: Facilitates, coordinates, and serves as a liaison between the Facilities Director and campus administrators and directors. Assist facilities team in the areas of grounds, custodian, delivery, set up and breakdown of events. Works with security, athletics, and administration to ensure that all events and parking are coordinated for our HBA community, including faculty, staff, parents and students.

Essential Duties/Function:

- Works with the Facilities Director on building and equipment maintenance schedules, including but not limited to daily tasks and preventative maintenance issues.
- Works with the Facilities Director to handle emergency maintenance calls.
- Works with our online facilities request system to ensure that jobs are assigned and completed.
- Work with the Facilities Director to obtain quotes, and/or bids, while ensuring budgets are managed for upcoming projects and scheduled maintenance of facilities.
- Work with the principals, athletics, and security to ensure proper set up of events and transportation needs of our HBA community, including faculty, staff, and students.
- Work with Facilities Director to develop procurement of equipment and supplies necessary for all HBA campuses.
- Works on our campus facility department assisting with grounds work (weeding, trimming, mowing).
- Works with our campus facility department to move, deliver, install repair items on our respective campuses.
- Works with our campus facility department on custodial needs (refill soap dispensers, sanitizers, sweep, mop, vacuum, trash pick-up).

Other Duties/Functions:

- Maintains good customer service with our vendors and contractors.
- Coordinates and assists with all Facilities activities, work direction, and support system.
- Provides support to the Facilities Department.
- Manages and coordinates facility request forms and calendar.
- Assist facilities team in the area of grounds, custodial and general maintenance of campus facilities.
- Strong understanding of the organizational structure and ability to work with the Director of Facilities and Director of Finance to ensure sound usage of financial resources to maintain facilities.
- Other duties as assigned.

CORE VALUES OF HBA: An employee of HBA must demonstrate the following core values:

- Humility: We cultivate humility by acknowledging the goodness of God and the reality of sin, by taking time to be contemplative, by being open to change, and by knowing that there is and will always be more to learn.
- Curiosity: We cultivate curiosity by asking questions, by seeking opportunities to learn, by trying new things, and by persevering in our quest for answers.
- Love: We cultivate love in community by striving for peace, by eliciting and sharing ideas, by constructively expressing and resolving disagreements, by respecting differences and loving all people, and by asking and offering forgiveness.
- Commitment: We express our commitment by speaking truth and taking responsibility, by caring for God’s creation, and by using our talents and resources to work toward the good of humanity.

WORKING CONDITIONS:

- Equipment and Software Use: Computer, telephone, copying machine, fax machine, MS Office. Familiar with or ability to learn Google docs/calendar forms. Proficiency with Excel and formulas.
- Work Hours: 7:30am-4:00pm., Monday-Friday (8 hours/day). Some evening and weekend events to attend.
- Mental Demands: Creative thinking skills, ability to work with diverse groups of people, ability to perform multiple tasks simultaneously.
- Physical Requirements: Sitting for extended periods of time. Lifting up to 25 lbs. Periods of extended lift, standing, bending, walking.

QUALIFICATIONS/REQUIREMENTS:

- Spiritual: Must have accepted Jesus Christ as Lord and Savior of his or her life; demonstrate a living relationship with Jesus Christ as described in “The Baptist Faith and Message”, the tenets of the Southern Baptist denomination.
- Knowledge, Skills and Abilities: Excellent verbal and written communication. Good organizational skills. Outstanding interpersonal relationship skills. Strong management/leadership skills.
- Education/Training: Bachelor degree from an accredited university preferred.
- Experience: Minimum of three years of demonstrated working experience in facilities.

Note: This position description does not list every activity, duty, and responsibility of the position and may be altered by HBA at any time as deemed appropriate.