

Umpqua Valley Christian School

18585 Dixonville Road

Roseburg, OR 97470

Facility Maintenance Manager Job Description

General Description

Job summary: *The person who fills this position would be responsible for campus facility maintenance and janitorial duties, specifics to be determined by individual experience and qualifications. Extra duties such as substitute bus driving or cleaning after evening events can be negotiated for higher pay.*

Hired by: UVC Superintendent

Responsible to: UVC Superintendent

Supervises: N/A

Evaluated: An annual written evaluation is provided by UVC Superintendent

Type of position: 1.0FTE

Pay Scale: \$40-55k depending on hours and qualifications

Required Spiritual Qualities

It is expected that Facility Maintenance Manager will ...

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's statement of faith.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Evidence the fruit of the Spirit in dealing with people.
- Have a Christ-centered home.
- Regularly attend, serve in, and financially support a local Bible-believing church.

Required Professional Qualities

It is expected that the Facility Maintenance Manager will ...

- Possess a background knowledge for basic building maintenance and tool usage.
- Be proactive and preventative in building maintenance approach.
- Be detail-oriented in maintenance and cleaning tasks.

Required Personal Qualities

It is expected that Facility Maintenance Manager will ...

- Sign and live by the school's lifestyle statement as a condition for employment and continued employment in this ministry.
- Be willing and able to supervise after-school detention tasks related to cleaning and property upkeep.
- Be able to interact with staff and families with professionalism.

Essential Job Functions—Accountabilities

It is expected that Facility Maintenance Manager will ...

Spiritual Qualities

- Have a conviction that God has called her or him to Christian school ministry.
- Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with conflict.
- Be capable of leading after-school detention activities with spiritual correction and conversation in mind.

School Collaboration

- Have knowledge of the school's vision/mission, programs, and policies.
- Seek and accept constructive evaluation of her or his own job performance.

Essential Duties

- Begin custodial duties during the last half of the school day – cleaning cafeteria floors, taking out garbage, refilling dispensers, maintaining guest bathrooms in the gym, outdoor jobs (cleaning gutters, sweeping sidewalks, basic landscaping), etc.
- Help manage occasional clean-up situations that occur around campus.
- Do basic repairs on campus – replacing broken hardware, clearing clogged toilets, changing light bulbs, cleaning filters, fixing the gates, etc.
- Supervise after-school detention students who are doing basic custodial and maintenance work from 3 to 4pm. Build relationships with those students and have conversations as appropriate.
- Arrange for required fire marshal and building system inspections.
- Assure preventative maintenance to buildings and grounds to minimize plumbing, mechanical, electrical, heating, and air conditioning system failures. Determine if a specialist is needed for repairs, make calls, get estimates, and communicate with the superintendent regarding timing/finances for the outsourcing.
- Possible extra duties negotiated for higher pay: substitute bus driver (requires CDL and bus training) and evening custodial work after events.