



FACILITIES COORDINATOR TEMPORARY POSITION

To Apply

Posted: October 5th, 2020/Open until filled

Position Title: Temp. Facilities Coordinator

Job Type: Part-time temporary/25 hours per week

Start Date: As soon as possible

Location: Medford, OR 97504

School Website: www.gracechristian.org

Contact Person: Kristin Eaton, Human Resources

Contact Phone: (541) 608-1315

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Minimum Requirements: Maintenance work and supervising/leadership experience required.

Apply online: www.gracechristian.org/about-us/employment

Job Description

Title: Temporary Facilities Coordinator

Status: Non-Exempt Employee/Classified salary

Reports to: Head of Schools

General Description: Responsible for daily general custodial duties, maintenance, performing inspections and repairs to ensure that all students and staff are provided a safe, attractive, clean, and healthy environment for learning and work. To oversee and direct the staff, scheduling of maintenance and janitorial needs on two campuses.

QUALIFICATIONS:

Spiritual

- Has received Jesus Christ as his/her personal Savior.
- Believes that the Bible is God's Word and standard for faith and daily living.
- Is a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct.
- Is a member in good standing at a local, evangelical church which has a Statement of Faith in agreement with the school's Statement of Faith.
- Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Supports schools' mission, vision, and core values.

Knowledge and Experience

- Must be able to communicate well with students, staff and parents.
- Demonstrate knowledge, a minimum of three years of experience and proficiency in several areas of maintenance (e.g., plumbing, painting, carpentry, masonry/concrete/tile, electrical,

mechanical, HVAC systems, roof repair, plastering/spackling, field/ground maintenance, furniture repair, and small engine repair).

- Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
- Arranges furniture and equipment for the purpose of providing adequate preparation for special events.
- Consistently exhibits a positive attitude toward life and toward people.
- Is a positive example in appearance, posture, language, etc.
- Presents a positive representation to students, parents and the community.
- Works successfully with families and staff.
- Listens to others without interrupting; keeps emotions under control.
- Maintains confidentiality.
- Welcomes counsel and constructive critique.
- Ability to interact appropriately in potentially volatile situations.

ESSENTIAL FUNCTIONS

Spiritual Leadership

- Reflects the purpose of the school which is to honor Christ in every activity.
- Models in speech, actions, and attitude, a consistent daily walk with Jesus.
- Follows the pattern of problem-solving described in Matthew 18:15-35 in resolving conflicts involving students, parents, administration and staff.

Position Responsibilities

- Plans, directs and supervises the activities of the facilities maintenance staff including building alterations and grounds improvements.
- Plans, directs and supervises facilities maintenance to ensure a safe, functional, clean, hygienic, and cost-effective environment for students and staff.
- Recommends contracts for work performed by outside contractors and inspects work performed under contract.
- Coordinates daily operations to improve services, makes changes in schedules and priorities as needed within the scope of authority.
- Meets established deadlines and gives clear communication of projects to Head of Schools.
- Prepares plans, specifications, and cost estimates for maintenance projects, including building and grounds projects.
- Investigates problems and complaints and resolves matters within the scope of authority; identifies potential problems and recommends solutions; responds to emergency situations as needed.
- Assists in the budget development process.
- Supervises and evaluates maintenance department staff; participates in the scheduling and assigning of work; provides training and ensures proper safety practices are followed.

- Perform general maintenance and repair tasks in a variety of areas and as assigned by the Head of Schools.
- Perform only those maintenance and repairs that do not require a license or perform maintenance and repairs under the direct supervision of a licensed technician.
- Perform regular inspections of equipment and systems, reporting any abnormalities and hazards immediately.
- Maintains knowledge of all school policies and procedures for school grounds including “Crisis Plan” procedures.
- Respond to emergency situations and perform necessary repairs.
- Ensure that all applicable fire, safety, health, and environmental regulations and laws are observed and exceeded.
- Operate and maintain in a safe and operational condition all tools and equipment necessary to carry out job functions and responsibilities.
- Protect confidentiality of records and information gained as part of exercising professional duties.
- Assists in carrying out Emergency Response Plans in the event of an actual crisis.
- Conduct yearly OSHA trainings for all staff members.
- Recommends improvements in effectiveness and efficiency of the maintenance operations of the school.
- Establish and maintain effective, Christ-centered relationships based on mutual respect and trust and work collaboratively with students, staff and parents.
- Completes all trainings and background screenings by due date as assigned by Head of Schools or Administration. Including, but not limited to, Child Abuse Identification and Prevention, Oregon State and Federal mandated trainings, and OSHA trainings.

Physical Demands

Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

- Sit and Stand for extended periods of time.
- See and read a computer screen and printed material with or without vision aides.
- Must have good depth perception, peripheral vision, distance vision and ability to adjust focus.
- Hear and understand speech at normal classroom levels outdoors and on the telephone/security radio.
- Speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone/security radio.
- Physical agility to lift or move items over 50 pounds.
- Ability to bend, stoop, climb stairs, reach overhead, move classroom furnishings, crawling and climbing all day.