



TOLEDO CHRISTIAN SCHOOLS, INC.

TITLE: JOB DESCRIPTION FACILITY MAINTENANCE COORDINATOR

CATEGORY: Staff/Full Time/Exempt

PURPOSE: The Facility Maintenance Coordinator will maintain the Toledo Christian School buildings and grounds, keep mechanical equipment in good working order and ensure the school is safe, clean and secure for our students so that TCS can ultimately retain and attract great students by having a first-class well-maintained campus.

SUPERVISOR: Director of Finance & Administration

FUNCTIONS AND RESPONSIBILITIES:

- Performing preventative maintenance on building and mechanical devices to ensure long life.
- Maintenance budget preparation and oversight including contracted services and custodial staff.
- Conduct safety checks on buildings, equipment and grounds to prevent accidents.
- Negotiate vendor contracts and renewals to ensure school funds are used well.
- Supervise custodial personnel and services including scheduling, evaluations and training.
- Maintain a maintenance ticket system to resolve reported issues in a timely manner.
- Identify and recommend "Summer Project" items and oversee competitive bidding process for projects.
- Perform other duties as assigned.

QUALIFICATIONS:

- Give evidence of being born-again through the redemptive grace of Jesus Christ.
- Demonstrate a mature and godly Christian worldview and lifestyle.
- A strong commitment to the school's Statement of Faith and Mission.
- Attend church regularly.
- Minimum of five years' experience in a variety of maintenance fields; i.e. plumbing, HVAC, electrical, masonry and general maintenance.
- Self-motivated with the ability to work independently and in a team setting.
- Experience managing people including the interview and hiring process.
- Must understand guidelines in place by the city and work well with public; i.e. inspectors and contractors.
- Excellent time management and organizational skills to ensure deadlines are met.