

SUPPORT & DEVELOPMENT

MAINTENANCE STAFF

REPORTS TO: FACILITIES DIRECTOR

WORKS CLOSELY WITH: FACILITIES TEAM, CAMPUS STAFF, S&D STAFF, VOLUNTEERS AND CONTRACTORS.

CLASSIFICATION: PART-TIME//HOURLY//ON-SITE//APPROX 25 NOT TO EXCEED 29 HOURS PER WEEK//HOURS: FRIDAY-TUESDAY//INCLUDES WEEKENDS, HOLIDAY, AND EVENING HOURS

The Facilities Maintenance Staff is primarily focused on the cleaning, repair, and maintenance of the buildings across all campuses. They act under the guidance of the facilities director and in collaboration with the wider facilities team in completion of work orders, maintenance of building systems and equipment, support of campus ministries with special events and projects.

PERSONAL QUALIFICATIONS:

- Submits their life to God and the authority of His Word.
- Understands and supports Flatiron's vision and values; uses vision to filter decisions.
- Embraces key values integral to Flatiron's staff culture: integrity, honor, mission.
- Exemplifies qualities core to Flatiron's DNA: humility, vulnerability, authenticity, humor.
- Willing to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth: spiritual, personal, professional; invests in the growth of others.
- Uses humor to connect with people and is a relational team-player.

PROFESSIONAL QUALIFICATIONS:

- General knowledge of electrical, plumbing, fire, lighting, and HVAC systems.
- The ability to stand, stoop, bend, lift, walk, climb stairs, ladders, and catwalks up to 60 feet as required and lift weights up to 25 pounds.
- The ability to work in a varied outdoor environment (cold, hot, dry, dusty, rainy).
- The ability to use or obtain job-related equipment certifications.

PRIMARY RESPONSIBILITIES:

- Working alongside the Facilities Directors to execute annual, triennial, and quinquennial maintenance schedules.
- Weekly prioritization and scheduling of maintenance work orders and coordinating with appropriate staff and contractors.
- Performing repairs and maintenance of campus buildings, systems, and equipment.
- Responsible for auditing cleanliness and maintenance needs of all buildings.
- Work with outside vendors as necessary.
- Support campus staff with code enforcement knowledge and compliance.
- Support overall facilities team with work rotation to facilitate days off and vacations.
- Travel to all buildings based on need and expertise.
- Assist in the oversight of the maintenance of whole building systems, power tools and large equipment within each building.
- Assist in the oversight of the locations and maintenance of security cameras and fire extinguishers.
- Assist in the oversight of vendor schedules e.g. trash collection and pest control.
- Assist in the oversight of landscaping needs and snow removal.

BENEFIT INFORMATION:

- Starting Hourly Range: \$23-\$25
- An additional 20% of Trimester earnings available as a bonus based on church health, goal completion, and employment for the measurement period.
- 403(b) retirement plan with a matching contribution of up to 10% of your salary.
- Tuition Discount at Flatirons Academy.