



Facilities Assistant Manager

Position Summary

The Facilities Assistant Manager supports the Director of Facilities in maintaining a safe, clean, functional, and Christ-centered learning environment for students, staff, families, and guests. This position assists with the oversight of campus facilities, maintenance operations, custodial services, event setup, and vendor coordination while modeling Christian character and servant leadership.

Reports To

Director of Facilities and Operations

Work Schedule

Full-Time, 12-Month Position

Occasional evenings and weekends required for special events, emergencies, or campus needs.

Personal Qualifications

The qualified individual is expected to demonstrate patience, humility, integrity, kindness, and professionalism while performing daily responsibilities.

- Demonstrates a personal and growing relationship with Jesus Christ.
- Supports and upholds the school's Statement of Faith, mission, vision, and core values.
- Believe that the Bible is God's Word and the standard for faith and daily living.
- Model biblical principles in attitude, speech, and actions toward others (Luke 6:40).
- Be actively involved and faithful to a local church whose Statement of Faith aligns with the school's Statement of Faith.
- Demonstrate by example the importance of Scripture study, prayer, witnessing, and unity within the Body of Christ.
- Support and uphold the school's Statement of Faith and Christian philosophy of education.
- Demonstrate spiritual maturity and personal leadership qualities that nurture and encourage students.

Professional Qualifications

- High school diploma required; trade certification or related technical training preferred.
- Minimum of 3 years of facilities, maintenance, custodial, or building operations experience.
- Strong organizational, communication, and problem-solving skills.
- Ability to supervise and motivate others with a servant-hearted approach.
- Working knowledge of HVAC, plumbing, electrical, carpentry, and general building maintenance.
- Ability to lift up to 50 pounds and perform physical tasks associated with facility maintenance.

Essential Responsibilities

Facilities Operations

- Assist in the daily operation, maintenance, and repair of school buildings, grounds, and equipment.
- Conduct routine inspections to identify maintenance and safety concerns.
- Coordinate preventative maintenance schedules and work orders.
- Assist in managing campus security systems, building access, and emergency preparedness efforts.
- Ensure facilities meet applicable safety, health, and regulatory standards.

Custodial and Grounds Oversight

- Support the supervision and scheduling of custodial personnel.
- Ensure classrooms, offices, common areas, athletic facilities, and grounds are maintained to high standards.
- Assist in managing cleaning supplies, maintenance inventory, and equipment.

Event and Facility Support

- Coordinate facility setup and teardown for school events, athletic contests, concerts, chapel services, and special programs.
- Work collaboratively with school administrators, faculty, staff, and volunteers to meet facility needs.
- Assist with facility use requests and scheduling.

Vendor and Project Coordination

- Assist with the coordination of contractors and service providers.
- Obtain quotes and support small facility improvement projects.
- Monitor vendor performance and ensure work is completed satisfactorily.

Leadership and Team Support

- Provide leadership and direction in the absence of the Director of Facilities.
- Train and mentor maintenance and custodial team members as assigned.
- Promote a culture of teamwork, excellence, stewardship, and Christian service.

Spiritual Expectations

- Demonstrate Christ-like attitudes and behavior in all interactions.
- Contribute to the spiritual mission of the school through prayer, encouragement, and positive relationships.
- Serve as a role model for students by exhibiting integrity, humility, and servant leadership.

Performance Expectations

Success in this role will be demonstrated by:

- Safe and well-maintained facilities.
- Timely completion of work orders and projects.
- Effective support of school events and programs.
- Positive collaboration with faculty, staff, students, and families.
- Faithful stewardship of school resources and facilities.