

QUAKERTOWN CHRISTIAN SCHOOL  
JOB DESCRIPTION

Title: Facilities & Maintenance Coordinator  
Reports To: Administrator  
Supervises: Custodial Staff

Qualifications:

- High school diploma or equivalent
- Valid PA driver's license with a safe driving record
- Minimum three years in Facilities or Support Services

Skills:

- Working knowledge of carpentry, electrical, HVAC, plumbing
- Able to diagnose and perform basic maintenance repairs
- Familiar with and capable of using hand tools for maintenance and repair
- Knowledgeable of OSHA regulations
- Able to follow oral and written directions

Physical:

- Able to lift and carry 50 pounds for 50 feet

Spiritual:

- Personal relationship with Jesus Christ as Savior and Lord and support Mennonite-Anabaptist beliefs

Clearances:

- PA Child Abuse History
- PA State Police Criminal Record
- Federal Criminal History Record Check (fingerprinting based background check)

Responsibilities:

- Secure facility by checking doors, windows, water/sewer hookups, playground
- Custodial duties during the school day
- Scheduling of after hours and summer cleaning and routine lawn, field, and walkways care
- Building safety and systems to include fire alarm system, safety devices, storage of combustible materials, water testing, fuel levels, and documentation of same
- Trouble shooting and simple diagnostic procedures when mechanical breakdowns occur – including repairs as able of HVAC, boiler, kitchen equipment and fire alarm system in accordance with instructional manuals
- Order, receive, and inventory all custodial and maintenance supplies
- Set up and tear down of equipment for school related events and rentals
- Maintain key log
- Be aware of servicing needs of vehicles and mowers

Ancillary Responsibilities:

- Additional responsibilities deemed necessary by the Administrator

Evaluation:

Administrator

Term of Employment:

Full time – twelve months

Revised 8/10/18