

Part-Time Maintenance Manager

Reports to: Administrative Team Leader

Team: Administration

Position Description: The maintenance manager will coordinate with staff, volunteers, and elected leaders from both State College Alliance Church and Nittany Christian School to maintain and improve our facilities and property. This person will be expected to work directly in hands-on maintenance projects and coordinate and supervise work done by others. Some specific responsibilities for the job are listed below.

1. Management

- a. Work with the head of the elected Board of Trustees to schedule and coordinate maintenance projects
- b. Participate in monthly Board of Trustees meetings
- c. Work with volunteers on scheduled maintenance projects and work days

2. Facility Maintenance

- a. Maintain, service, and repair or replace equipment in the facility, including:
 - i. Mechanical and electrical equipment
 - ii. Plumbing and piping components
 - iii. Heating, ventilation, and air conditioning systems
 - iv. Exterior façade
 - v. Interior furnishings and paint
- b. Maintain and operate power equipment for lawnmowing and other landscape management
- c. Perform snow removal and salting of sidewalks before/during school and church hours, including Sunday morning services
- d. Coordinate with outside vendors and contractors for maintenance and supplies in coordination with the Board of Trustees
- e. Perform and manage all required inspections and maintenance contracts in a timely fashion
- f. Assure that all safety procedures are followed by staff and volunteers, especially when working with hazardous materials or tools
- g. Perform or supervise other duties related to or similar to those mentioned above
- h. Coordinate set-up and tear down for meetings, services, activities, and events in the facility

Qualifications:

- a. Completion of a high school education
- b. Training and licenses as necessary
- c. Successful experience working with and managing teams
- d. Evidence of strong verbal and written communication abilities
- e. Ability to counsel and support employees and volunteers

Expected Work Hours:

15-20 hours per week on average. During the academic year, the employee should be expected to be on site daily from Monday to Friday and be available/on call for evening and weekend work as needed. During summer and school breaks the schedule will be more flexible.

Pay Rate: \$20 - \$30 per hour depending on experience and qualifications