

Job Title: Head of Maintenance

Location: Trinity Christian School, Pittsburgh, Pennsylvania

Position Type: Full-time, Exempt

Compensation: Commensurate with experience

Overview:

The Head of Maintenance is a key leadership position within the school, responsible for the efficient and safe operation of the school's facilities, including maintenance, repairs, and overall building management. This role is essential in ensuring that the physical environment supports the mission of the school and the safety and well-being of students, staff, and visitors. The ideal candidate will have experience in building systems maintenance, with specific expertise in boiler operation and maintenance, and a heart for service in a school setting.

Key Responsibilities:

1. Boiler and HVAC System Maintenance:

- Oversee the operation, maintenance, and repair of the school's boiler system, ensuring that all heating and ventilation systems are functioning correctly.
- Ensure compliance with all local, state, and federal regulations regarding boiler safety and maintenance.
- Conduct regular inspections and troubleshooting of HVAC systems and boilers to prevent failures and ensure optimal performance.

2. General Facility Maintenance:

- Lead and supervise the maintenance team in performing general repairs and upkeep on all school buildings, including plumbing, electrical, carpentry, and other necessary maintenance tasks.
- Manage preventive maintenance programs for the school's infrastructure to extend the life of equipment and avoid costly repairs.
- Coordinate and oversee outsourced contractors for specialized maintenance or repair needs.

3. Safety and Compliance:

- Ensure all school facilities meet health, safety, and building code requirements, with a focus on creating a safe environment for students, staff, and visitors.
- Maintain accurate records of inspections, repairs, and safety compliance for internal and external review.
- Respond promptly to emergency maintenance issues, prioritizing safety and minimizing disruption to school activities.

4. Team Leadership:

- Supervise and support a team of maintenance staff, including scheduling, training, and performance management.
- Provide clear direction and promote teamwork to ensure that maintenance tasks are completed efficiently and to a high standard.
- Encourage a culture of service, integrity, and professionalism within the maintenance department.
- Foster an environment that reflects the values of the school in all aspects of work.

5. Budget Management:

- Assist in the preparation and management of the annual maintenance budget.
- Recommend improvements or replacements for aging equipment, managing expenditures within budgetary constraints.

6. Collaboration and Communication:

- Work closely with the school administration to address any building-related concerns or projects.
- Communicate effectively with faculty, staff, and parents regarding maintenance schedules, updates, and any disruptions that may affect school operations.
- Maintain good working relationships with vendors and contractors.

Qualifications:

• **Experience:**

- Minimum of 5 years of experience in facilities maintenance, including experience with boiler operation and HVAC systems.
- Previous experience in a supervisory or managerial role is preferred.
- Experience working in an educational or religious institution is a plus.

• **Skills & Abilities:**

- Strong knowledge of building systems, including plumbing, electrical, and HVAC systems.
- Expertise in boiler operation and maintenance, with certification or training in boiler systems preferred.
- Ability to troubleshoot and repair a wide variety of building systems and equipment.
- Excellent leadership, communication, and organizational skills.
- Strong attention to detail and problem-solving abilities.
- Ability to work independently and as part of a team.
- Proficiency in using maintenance management software is a plus.

• **Physical Requirements:**

- Ability to lift and carry heavy objects (up to 50 lbs) and perform physical tasks as needed.
- Ability to work in various environmental conditions, including outdoor work during different seasons.

• **Personal Qualifications:**

- Supportive of the mission and values of the school community.
- Strong work ethic, integrity, and dedication to the safety and well-being of students and staff.
- A servant's heart, demonstrating compassion and respect in all interactions.

To Apply:

Interested candidates should submit a resume and cover letter, including details about their experience with boiler operation and facility maintenance, as well as their professional and managerial philosophy.

Note: The private Christian school reserves the right to modify or change the job description at any time based on the needs of the institution.