



Position Title: Facility Assistant
Reports To: Facility Manager
Department: Facilities/Administration
Type: Full Time (year-round)

The Facility Assistant maintains the school facilities, physical plant, and vehicles per defined school plans, policies, and budgets.

General Responsibilities:

- Proactively maintain the CCS facilities and vehicles per direction and standards from the Facility Manager.
- Respond to daily facility requests from CCS employees in a timely manner, addressing critical needs or emergencies with a sense of urgency.
- Perform a variety of building/grounds maintenance and repairs (cleaning, school equipment, electrical, plumbing, HVAC, painting, etc.).
- Report the usage and inventories of spare parts, maintenance supplies, and school equipment to the Facility Manager.
- Perform facility maintenance within the constraints of the assigned budget.

Position Requirements:

- Minimum of 2 years of facility maintenance in a regulated environment
- General knowledge of HVAC, plumbing, electrical repair and troubleshooting
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance
- Valid Driver's License
- Basic MS Office skills (Word, Excel, PowerPoint)

Please send resume to Jim Dickman/COO:

jdickman@carychristianschool.org