

LEAD FACILITIES TECHNICIAN

7301 Sardis Road – Charlotte, NC 28270 – (704) 366-5657 – (704) 366-5678 Fax – www.charlottechristian.com

Reports to: Facilities Manager

Full-Time – Hours: 9 a.m. - 5:30 p.m.

General Qualifications:

1. Evidence of a maturing personal Christian faith consistent with the Charlotte Christian Statement of Faith.
2. Evidence of an understanding of and a commitment to the distinctive qualities of Christian education as well as the mission of Charlotte Christian School.
3. High school diploma (bachelor's degree preferred).
4. Minimum of 3 years of building or facility maintenance experience including experience with plumbing and HVAC.
5. Current commercial driver's license or the ability to obtain one within the first three months.

Primary Responsibilities:

The ideal candidate will work with the Facilities Manager and Director of Facilities to:

1. Ensure that the campus has a Facilities Team presence through the end of the school day (normally 5:30 p.m.).
2. Provide coordination of the Facilities Team staff in the absence of or as delegated by the Facilities Manager.
3. Implement and supervise a comprehensive preventative maintenance program for major equipment and assigned facilities.
4. Ensure that department equipment is regularly and appropriately maintained.
5. Coordinate and assign campus work orders to ensure requests are addressed in a timely and complete manner.
6. Participate in emergency drills and serve as a member of the emergency response team.
7. Keep maintenance logs and other regulatory compliance records as well as supply or tool inventories.
8. Participate in campus safety meetings as well as promote safety practices in the department.
9. Maintain a system of periodic inspections of individual departments and common areas.
10. Assist in the preparation and setup/teardown of campus events
11. Perform any other relevant duties as assigned.

Personal and Professional Profile:

The ideal candidate will:

1. Be a born again Christian exhibiting a close personal walk with Jesus Christ: modeling an exemplary Biblical lifestyle and evidencing maturity in the understanding and integration of sound Biblical principles in classroom instruction and personal counseling.
2. Evidence of a teachable spirit and general willingness to learn and grow.
3. Evidence of strong communication skills, both written and verbal
4. Demonstrate adeptness at problem solving along with general understanding and proficiency in the variety of building trades (carpentry, painting, plumbing, electrical, etc.)
5. Evidence of strong organizational skills and ability to finish tasks in a timely manner.
6. Demonstrate emotional maturity and stability in dealing with the challenges of life, school, and conflict management
7. Evidence of the ability to maintain confidentiality pertaining to school matters.
8. Evidence of the ability to work collaboratively within a team.

9. Demonstrate skill and familiarity with appropriate campus and department technology.
10. Evidence strong attention to detail in the completion of tasks
11. Have the ability to present a positive image of the school to others and the community.

Mission Statement: Charlotte Christian School is a Christ-centered, college preparatory school, equipping and developing students to effectively integrate Biblical Truth and learning into their daily lives and to impact the culture for Christ.