



TRINITY ACADEMY

Innovative Classical Learning

Job Description

Facilities Assistant

OVERVIEW OF RESPONSIBILITIES:

The mission of the Facilities Assistant is to provide support to the Facilities Director in maintaining and improving the physical property of the school so that staff can provide students with an education grounded in the Christian faith and the classical tradition so that they are equipped to live in the modern world with wisdom, excellence, and purpose.

SPECIFIC JOB FUNCTIONS — *specific responsibilities include, but are not limited to, the following.*

The responsibilities of the Facilities Assistant include, but are not limited to:

PRIMARY RESPONSIBILITIES:

- Provide routine maintenance and repair to all Trinity property
- Respond to urgent facility needs including but not limited to deicing decks in the winter, an overflowing toilet, a broken window, a fire alarm, etc.
- Obtain and maintain a current CDL with passenger endorsement to drive Trinity vehicles upon request for field trips and other events
- Assist with set-up and tear-down from events
- Coordinate and supervise work of contracted support when third-party vendors are used and of student and parent volunteers when assigned
- Identify ways to improve efficiency of equipment and implement actions to realize cost savings
- Proactively identify areas around campus that need to be addressed, report deficiencies to Director of Facilities and/or Director of Operations and help implement a solution.

OTHER RESPONSIBILITIES OR QUALIFICATIONS:

- Be able to independently work on tasks assigned with minimal supervision.
- Strong working knowledge of plumbing, electrical, and carpentry with a willingness to learn more in these trades.
- Possesses a welcoming and professional demeanor.
- Represents knowledge of Trinity Academy and is open to learning more about a classical Christian philosophy of education.
- Team oriented, enjoys working collaboratively, but can also take independent initiative to perform tasks without being assigned.
- Conducts personal life in a manner that does not negatively impact the ability to represent the Trinity Academy mission and vision.
- Possesses the professionalism and discretion necessary to deal with confidential issues.
- Adheres to all policies in the Trinity Academy Faculty/Staff Handbook.
- Be able to lift up to 50 lbs. independently and heavier weights with assistance.

- Be able to perform tasks with high levels of physical labor such as setting up and taking down chairs and tables; remaining standing for long periods of time; crawling under modular units.
- Performs other duties as assigned.

WORK HOURS:

The Facilities Assistant is a 12-month position that will require work outside typical school hours and may require occasional weekend work.

Reports to: Director of Facilities

Positions supervised: None

Minimum requirements: High school degree and 3+ years facilities experience

Preferred requirements: Associates degree (or higher) in related field; certifications in various trades

This position is considered ministerial in function as the employee may be called upon to represent the mission and vision of Trinity Academy to students, parents, or prospective students/families as the position requires work outside in settings around campus that can lend themselves to interactions with others on the property.