



Prestonwood Christian Academy

Job Description

Position: **Facility Operations Assistant**

Reports to: **Sr. Director of Operations**

Mission: To assist Christian parents by helping equip students to embrace Biblical truths, strive for academic excellence, and model Christ-like leadership to influence their homes, churches, and communities for Christ.

Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs.
- A strong clear Christian testimony.
- A mature, godly spirit.
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity.
- A spirit of dedication, commitment, flexibility, and responsiveness.
- The ability to listen and respond to counsel.

Summary/Objective:

The maintenance worker position, under limited supervision, performs work of routine difficulty maintenance; performs related work as assigned.

Duties and Responsibilities:

- Responsible for the daily delivery of mail and packages for both lower and upper school. Assist the mail room with sorting PCA mail from the Church for delivery
- Maintain a clean, attractive appearance of building and grounds
- Minor repairs and preventive maintenance in all buildings. This includes but is not limited to locks, doors, cabinet hardware, computer keyboards, desks, and chairs
- Complete and maintain maintenance work orders
- Keep Director of Operations informed of any potential problems, building damage, security issues and/or safety hazards, and in case of emergency take appropriate action
- Coordinate set ups and tear down for lunch, PE, school socials, concerts, dinners, and other special school programs as required
- Maintain classrooms during summer months, assisting with general repairs, painting, adding equipment, delivery of books or materials, cleaning floors, and other repairs or maintenance as needed
- Coordinate any additional summer help as needed to complete projects, repairs, deliveries, and maintenance when the Director of Operations is unavailable
- Program HVAC and lighting systems in accordance with school activities
- Perform trouble isolation and repair on HVAC systems
- Misc. other tasks as needed

School Bus:

- Drive a 24-passenger shuttle bus over designated routes in accordance with specified time schedules and in accordance with the regulations and laws related to pupil transportation; transport students to and from school between Prosper and Plano campus; transport students and teachers on athletic and educational field trips as needed
- Pick up and discharge students at established school bus stops; report incidents which affect the safety of students and the operation of the school bus
- Maintain the school bus in a safe operating condition through prescribed daily vehicle inspections; report mechanical defects and malfunctions to appropriate personnel

- Maintain the school bus in clean condition, including interior windows, seats, dash area and floors
- Maintain student order and discipline on school buses; discipline disruptive children according to established procedures and guidelines; cite students for behavior infractions; communicate behavior issues as required by school policy
- Maintain current knowledge of school bus emergency evacuation procedures and techniques

Qualifications/Skills:

- High school diploma or GED
- Trade school certificate preferred
- 3 – 5 years of relevant building maintenance experience
- Valid state school bus license – Class B CDL with a passenger endorsement
- Ability to apply common sense understanding to carry out detailed but uninvolved oral or written instructions
- Ability to relate to officials, staff and public in a courteous manner
- Ability to acquire job skills with three months of on-the-job training

Physical Demands/Work Environment:

- While driving school buses, drivers will be exposed to seasonal heat and cold or adverse weather, while loading and unloading children, controlling traffic and inspecting equipment.
- Drivers will be exposed to fumes, dust, odors, petroleum products and ambient noise daily.
- Drivers must be able to
 - Deal with stress from driving in difficult traffic environments, interacting with dissatisfied or abusive individuals in a positive manner.
 - Deal with exposure to blood borne pathogens that may occur.
- Tasks involve the ability to exert heavy physical effort in heavy work, including climbing, balancing, stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and/or pulling of moderately heavy objects and materials weighing between 20 to 50 pounds; may occasionally involve heavier objects and materials weighing up to 100 pounds
- Tasks are regularly performed with potential exposure to adverse environmental conditions, such as strong odors, fumes, dusts, wetness, humidity, machinery, vibrations, temperature and noise extremes, disease and pathogenic substances

Position Type/Expected Hours of Work:

This is a full-time, salaried, non-exempt position with full time level of benefits including paid employee insurance, tuition discount and retirement plans. Hours of work and days are generally Monday through Friday between 8 – 10-hour days, Some weekends or evening hours necessary during the Fall home football games and in emergency situations.

Travel

Travel between campus's required in personal vehicle.