



Director of Facilities and Maintenance

March 2022

Calvary University is seeking an enthusiastic, ministry-minded professional to serve in our facilities. Calvary's mission is to "...prepare Christians for life and service in the church and in the world according to the Biblical worldview..." and employees seek to integrate the day-to-day operations of each University department with this mission.

To apply, please send your completed Staff Application to humres@calvary.edu or fax to 816-331-4474 or mail to Calvary University, Attn: Human Resources, 15800 Calvary Road, Kansas City, MO 64147

Job Title: Director of Facilities and Maintenance
FLSA Status: Full-Time, Exempt with benefits
Reports to: Chief Operating Officer

I. CALVARY UNIVERSITY VALUES

Calvary University values employees who are committed to and demonstrate excellence as (1) practitioners, leading by example, and contributing through service and ministry in their respective fields, (2) capable mentors and discipleship, able and eager to use their knowledge, experience, and maturity in support of Calvary University's mission, and (3) skilled in developing strategic partnerships and collaborations to benefit their departments and to continually improve the quality of investment in Calvary University's students.

II. GENERAL EXPECTATIONS

This document describes duties that Calvary University expects of staff members. These may change with each year, through discussions between you and your Department Head. Your performance will be reviewed and evaluated on the basis of how well you fulfill these duties. The responsibilities for this position will include some or all of the following: (1) leadership and service, (2) mentoring and discipling, (3) and administrative, cooperative, and collaborative efforts. Your responsibilities may include involvement in off-campus, evening or weekend duties, as well as other Calvary community efforts as Calvary leadership requires.

III. STAFF RESPONSIBILITIES

As Practitioners

Calvary University staff are expected to lead by example in spiritual growth and maturity, and are expected to be engaged in external service or ministry, using their skills and training to benefit the church and the broader community as well. Calvary staff will attend required meetings such as chapels, assemblies, staff meetings, and other special events on campus, will serve on committees as assigned, and will participate in workdays and other service opportunities. Staff are expected to serve in a collegial fashion and in accordance with Biblical,

professional, and ethical principles when dealing with other staff members, faculty, students, administrators, and members of the public.

As Mentors, and Discipleship

Calvary University staff are expected to fully support the mission and process of Calvary University and ground their work in the Biblical worldview in order to serve as examples to the student body. Staff are expected to work effectively and efficiently, employing best practices and application of appropriate tools and technology.

As Department Builders

Calvary University staff are expected to identify, develop, and maintain strategic partnerships with church and industry partners to help build the department and the greater Calvary community. Staff will participate in the development and evaluation of departmental operations and assessment of processes.

IV. REQUIREMENTS

Personal

Calvary University requires that all employees have a personal faith in Jesus Christ, demonstrate commitment to growth and maturity in Christ, agree unreservedly with Calvary University's statement of faith, and be active in a local church.

Interpersonal

Calvary University staff must demonstrate skill in communicating effectively and integrating into a team environment. Staff must demonstrate functional, organizational, and administrative skills requisite to their areas of responsibility. Staff must demonstrate capacity to build up and encourage colleagues as part of a larger team with a common mission.

Professional

Staff must hold any licenses, certifications, and/or registrations as required by the department area or field and demonstrate capabilities to perform responsibilities confidently, independently, and efficiently. In addition, the following are required:

- Broad knowledge of and experience with methods, materials, and equipment used in the various building construction and maintenance trades, and custodial, grounds, vehicle, and equipment maintenance areas
- Three or more years of increased supervisory experience in physical plant operations
- Demonstrated capacity to lead with a collaborative, team-oriented approach
- Valid driver's license
- Able to operate the power tools and equipment necessary to complete tasks
- Knowledge of environmental compliance regulations and OSHA safety requirements
- Physical requirements include:
 - Able to lift 30 pounds frequently through the day
 - Able to lift up to 100 pounds occasionally
 - Able to climb stairs
 - Able to bend/stoop/crawl up to 30% - 50% of the day
 - Able to lay on back and work overhead, twice a week more or less
 - Able to climb a ladder and work overhead, four times per week more or less
 - Able to drive an ATV over unpaved, uneven terrain multiple times a day

- Able to operate a zero-turn mower or other lawn care equipment as much as six hours a day
- Able to work indoors and outdoors in all weather conditions, in dusty conditions, and around odors and fumes

V. ACCOUNTABILITY

Calvary University staff will report directly to their respective Director or Supervisor. Staff performance will be evaluated annually by the Director, based on the order of priority of responsibilities listed in Calvary University's Values.

VI. SUMMARY OF RESPONSIBILITIES

General Responsibilities

The Director of Facilities and Maintenance supports student success by ensuring that the physical campus environment is safe, functional, and aesthetic consistent with the strategic priorities of the University.

Specific Responsibilities

- Oversee all aspects of preventative and reactive maintenance of university owned or leased property, vehicles, and equipment
- Ensure compliance with codes and regulations affecting facilities, vehicles, and equipment
- Lead department staff to accomplish effective facility management
- Manage preventative maintenance programs and
- Participate in construction, maintenance, and repair tasks as needed
- Manage budget, policies, and procedures of the Maintenance Department
- Coordinate with contractors, suppliers, and vendors
- Collaborate across multiple university departments for planning, scheduling, and management of projects and repairs
- Manage response to on-call, off-hours, and emergency situations as necessary

Prospective employees will receive consideration without discrimination based on race, color, age, national origin, handicap or veteran status

Revised July 2017