



CROSSINGS CHRISTIAN SCHOOL

DEVELOPING CHRIST-CENTERED SERVANT LEADERS

Position: Fleet Management and Maintenance

Classification: Salaried, Non-Exempt

Division: All School

Primary Reporting Relationship: Facilities Manager

Mission: Partner with parents and church to develop students into Christ-centered servant leaders who are academically and spiritually prepared for college and life.

Job Description: Fleet Management and Maintenance is responsible for handling building repairs and maintenance in an efficient and safe manner as assigned by the Facility Manager or designate. In addition, this position is responsible for maintaining the school vehicle fleet including routine maintenance, event scheduling, and ongoing training for staff.

Employee Profile:

- Acceptance without reservation of the CCS Statement of Faith
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily
- Consistent participation in a local church community
- Commitment to the CCS Mission and purpose

Spiritual Profile:

- Models a consistent daily walk with Jesus Christ in speech, actions, attitudes
- Sets example of the importance of prayer, Scripture memorization and study, witnessing, and unity in Christian fellowship
- Implements biblical principles as they relate to the spiritual well-being of students, parents, and staff
- Follows Matthew 18 principle in dealing with students, parents, administration, and staff
- Shows support for the role of parents as primarily responsible before God for their children's education, and assists them in the task
- Encourages students to accept God's gift of salvation and grow in their faith
- Emphasizes to students the reality of their self-worth in Christ
- Foster spiritual growth in the lives of students through various means when appropriate and applicable

Professional Profile:

- Cooperates with the board and administration in implementing all policies, procedures, and directives governing the operation of the school in addition to direct reports as stated on the organizational chart
- Maintains a clean, attractive, well-ordered workspace
- Accepts a share of responsibility for extra duties as assigned by Head of School and/or direct supervisor
- Utilizes educational opportunities and evaluation processes for professional growth
- Seeks the counsel of administration, colleagues, and parents, and is teachable
- Provides input and recommendations for administrative and managerial functions in the school

- Attends and participates in applicable scheduled devotional, committee, and faculty meetings
- Demonstrates knowledge of procedures for dealing with emergencies
- Contributes to the general improvement of the school program
- Cultivates positive relationships with parents, teachers, and students where applicable
- Communicates with staff, students, and parents effectively, clearly, and with grace

Personal Profile:

- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality
- Meets everyday stress with emotional stability, objectivity, and optimism
- Exercises friendliness and consideration, treating students, parents, and staff without partiality
- Submits respectfully and is loyal to constituted authority
- Maintains a personal appearance that is a model of cleanliness, modesty, and good taste
- Uses acceptable and professional English in written and oral communication
- Develops and maintains rapport with students, parents, and staff to promote a positive learning environment
- Recognizes the need for good public relations while presenting the school in a favorable and professional manner to its constituency and the general public
- Demonstrates an appreciation and understanding of the uniqueness of the local community

Responsibilities:

- Monitor, coordinate, and manage daily repair/maintenance in various locations across campus
- Assist in the development of efficient methods for performing maintenance
- Report and track repairs by using the UPKEEP maintenance management software
- Develop and maintain relationships with vendors in all areas of repair and maintenance
- Set-up and take down of tables and chairs for events
- Oversee rolling stock of the school
- Manage and schedule requests for vehicles on transportation calendar
- Communicate with drivers on assigned vehicles, facilitate keys, etc.
- Maintain vehicle files
- Routine maintenance on vehicles as well as scheduling immediate maintenance needs and yearly check-ups
- Maintain fresh appearance on all rolling stock: wash, wax, clean, detail
- Help plan monetarily and pragmatically for phase-out/phase-in of retired stock and new stock
- Schedule CDL training for new drivers and yearly in-service training for current drivers
- Present non-CDL training to staff, as applicable, during Professional Development
- Follow drug testing protocols for CDL drivers and ensure current DOT physical on file
- Remain up-to-date on most recent state requirements for vehicles and/or drivers as it pertains to the school
- Assist in additional duties as needed and directed

Required Skills and Abilities:

- Education:
 - High School Diploma or equivalent required
 - Bachelor's Degree preferred
- Experience:
 - Two years in facility maintenance or related field preferred

- Experience in any or combination of the following areas is a plus:
 - Plumbing
 - Electrical
 - HVAC
 - Refrigeration
 - Roofing
 - Carpentry and Millwork
 - Automotive
- Skills:
 - Ability to listen, learn and provide service to Administrative staff/requests
 - Able to manage daily emails
 - Able to manage numerous competing demands in a dynamic environment
 - Excellent verbal and written communication skills
 - Basic computer skills, Apple based equipment
 - Knowledge and use of hand and power tools
 - Oklahoma Driver's License required, CDL required (training provided upon hire if needed)
- Typical Physical Demands:
 - Walking to various locations on the 26 acre campus multiple times daily
 - Requires lifting (10-50 lbs.), carrying, bending, and stooping
 - Requires normal range of hearing and vision
 - Ability to climb and work off of ladders or personnel lift at heights up to 40 feet
 - Tolerance of extreme weather conditions both hot and cold