



Department:	Facilities
Location:	Claremont Campus – Preschool through 8 th grade
Job Title:	Maintenance Technician
Reports to:	Facilities Director

Type of position:	Hours <u>40</u> / week, possible overtime
<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Exempt
<input type="checkbox"/> Part-time	<input checked="" type="checkbox"/> Hourly/Non-exempt

MAIN PURPOSE OF POSITION

Under the direction of the Facilities Director, the Maintenance Technician will perform building and property repairs and maintenance. This unique position is for a motivated individual who enjoys working outdoors. All positions at WCS' are considered a ministerial position.

POSITION DUTIES

Qualifications:

- Serve as a Christian role model and a consecrated Christian, dedicated to the purpose and goals of the Christian school.
- Have an understanding of the philosophy and objectives of Western Christian Schools.
- Have proven evidence of adequate preparation, background, and ability required by the position.
- Be committed to implement and enforce policies and follow prescribed procedures.
- Have the skill to make and effectively communicate timely decisions.
- Have the ability to foster creativity and be responsible for innovative ideas.
- Be regular in attendance at a local Bible teaching congregation of choice.
- Be in agreement with the WCS Statement of Faith and be committed to daily prayer and spiritual growth. (I Tim. 1:3; I Tim. 2:1-8; I Tim. 3:1-13; I Thess. 5:11-28; Rom. 12:14-21; Rom.14: 4; Gal. 6:1-10)

Duties and Responsibilities include, but are not limited to:

- Opens campus daily: unarms buildings, performs security and visual checks of school grounds.
- Must follow work schedule and/or assigned work orders unless otherwise directed.
- May assist or cover the custodial duties, as needed: cleaning inside and outside, trash pick up or emergency clean ups needs.
- Ability to operate campus maintenance vehicles safely around students and staff.
- Perform all areas of property maintenance and “handyman” type work inside and outside: electrical, HVAC, plumbing, painting, irrigation, playground and swimming pool repairs.
- Performs school event set ups and weekly chapel needs (stage, A/V system, chairs, tables and guest parking duties).
- Ability to serve and care for all students and staff.
- Carries two way radio during the day for campus needs.
- On occasion asked to work for school events outside of regular work hours, during evenings and weekends.

EMPLOYMENT STANDARDS

Education/Experience:

- High School Diploma
- Training and experience to demonstrate the knowledge of abilities listed above
- Experience working around school-age children preferred

Knowledge of:

- Knowledge of methods, materials and equipment used in all maintenance work
- Construction experience a plus (HVAC, electrical, plumbing, carpentry, painting)
- Understanding of procedures necessary to recognize and handle potentially harmful chemicals or hazardous materials

Ability to:

- Follow directions from supervisor
- Work alone as well as collaborate and work along side other staff
- Must wear company provided uniform
- Stand and walk for long periods of time, work outdoors, climb ladders and move school furniture, books and equipment. Must be able to push, pull, lift up to 50 lbs.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform critical tasks in a specific position.

Work Environment:

While performing the duties of this job, the employee works in several environments, including indoor and outdoor environments and on or near student playground equipment. Work is generally performed while monitoring the assigned site campus where exposure to seasonal heat, cold and/or adverse weather conditions may exist. Frequent contact with students and employees.

Physical Demands:

The physical demands of this position include standing for extended periods. Primary functions require sufficient physical ability and mobility to stand, walk on campus in various weather conditions; to climb stairs at some areas; to occasionally stoop, bend and kneel.

The starting pay rate for this position will range from \$16 - \$16.50 per hour.

Please submit all resumes and applications to Human Resources at wshr@westernchristian.org

Western Christian Schools is an independent private Preschool - 12 Christian School located in the Inland Valley. Our campuses include Preschool – Eighth grade in Claremont and High School and an additional Preschool in Upland. Western also offers an extensive Independent Study Program, which may be coordinated with on-campus classes.

Western Christian Schools exists to love the Lord Jesus Christ, to teach the Truth, and to serve others. WCS does not discriminate based on actual or perceived race, age, pregnancy or related conditions, sex/gender, color, disability, national or ethnic origin, military or veteran status or any other characteristic protected by law for a religious organization. WCS is an Equal Opportunity Employer.