



Cherokee Christian
S C H O O L S

JOB DESCRIPTION

JOB TITLE:	Maintenance Supervisor
EMPLOYER:	Cherokee Christian Schools
TYPE:	Regular, Full Time
CLASSIFICATION:	Exempt
DEPARTMENT:	Operations
REPORTS TO:	Executive Director of Campus Operations & Finance
EFFECTIVE DATE:	ASAP

SUMMARY: Cherokee Christian Schools (CCS) is hiring a Maintenance Supervisor to improve maintenance, safety, efficiency, and first impressions of our school's facility. We are a PreK to 12th grade, private school with ~300 students. Our campus comprises of 75,000 sq ft in multiple buildings spread over 12 acres.

DUTIES AND RESPONSIBILITIES:

The CCS Maintenance Supervisor primarily focuses on managing and performing preventative maintenance and emerging issue fixes of CCS facilities, vehicles, infrastructure, and grounds. The Maintenance Supervisor manages, tracks, and assigns this work through our online work order system (eSPACE). Other duties include:

- Inspect and periodically audit facilities to determine problems and best preventative maintenance programs.
- Ensure high quality of work
- Stay up to date on the latest maintenance technologies and procedures
- Contract and supervise contractors and tradesmen for installations, repairs, or maintenance (electricians, plumbers etc.) as required
- Contribute to the development of maintenance budget and ensure compliance to that budget
- Track inventory of materials and equipment. Order new supplies and equipment as needed.
- Participate in coordination of projects (e.g. renovations)
- Help ensure CCS adheres to applicable standards and complies with health and safety regulations

- Help develop and participate in the school facilities' safety program
- Help with deliveries and help support school events
- Other duties as assigned

EDUCATION AND EXPERIENCE REQUIREMENTS:

- High diploma or equivalent
- Professional certifications preferred
- Proficient with email, Word, Excel, work order systems
- 5+ years as a maintenance supervisor. Experience as a general contractor foreman also considered.
- Strong knowledge and expertise in building systems and maintenance procedures
- Ability to work independently but also participate in small teams
- Strong communication and people skills.