

Hours: 40 hours/week (1.0 FTE)—Exempt

Accountability: This position reports to the VP of Administration

Primary Responsibilities: To coordinate all maintenance, grounds keeping, custodial work, campus vehicle and facilities use, and security at the Portland Campus of Western Seminary. To direct the Seminary's compliance to appropriate governing bodies with regard to health and safety in the workplace. To regularly evaluate employees, structures, procedures and processes related to Physical Plant with the intent of being more efficient and productive.

Specific Duties:

- **Maintenance**
 - Supervise Maintenance Technicians, helping out when necessary.
 - Coordinate outside contractors to complete all regular and seasonal maintenance needs including work with plumbing, electrical, heating, roofing, remodeling, etc.
 - Serve as liaison to governing body representatives (i.e. Fire Marshall)
 - Work with appropriate personnel to prioritize campus maintenance needs.
- **Grounds keeping**
 - Supervise landscape maintenance, helping out whenever necessary.
 - Be responsible for the seasonal and long term plans to beautify the campus.
- **Custodial.**
 - Supervise and train custodians for all aspects of custodial work on the campus, helping out when necessary.
- **Vehicle/ Facilities Use**
 - Work with appropriate personnel to coordinate building use, both for internal and external events.
 - Coordinate room set up for special facility use
 - Coordinate the service and use of Seminary vehicles
- **Safety/Security**
 - Supervise and train personnel on issues of campus safety.
 - Supervise and support security guards on issues of campus security, helping out when necessary
 - Hold the Chair for the Safety and Security Committee
- **Campus Renovation**
 - Develop a 3-5-year campus deferred maintenance plan that includes projected cost estimates & priority scheduling
 - Develop a 10-year Master Plan for new construction in conjunction with the City of Portland

Qualifications:

- A will to work hard and a desire to take pride in your work
- Ability to regularly lift and move up to 40 pounds; regularly bend, maneuver, and stretch to complete various tasks; and regularly climb multiple flights of stairs and walk around campus
- Journeyman level maintenance skills (including but not limited to carpentry, mechanical skills, and the like)
- Experience in supervising and training individuals or teams.
- Knowledge of applicable codes and laws relevant to the position's scope of responsibility
- Ability to manage and prioritize multiple tasks simultaneously without supervision
- Ability to work well with people, including salespeople, campus visitors, subordinates, peers, and superiors
- Willingness to do menial tasks as needed with a servant heart attitude
- Evangelical Christian commitment and lifestyle consistent with the World Evangelical Alliance Statement of Faith and the Seminary's governing virtues