

BASS MEMORIAL ACADEMY
Job Description

JOB TITLE: Plant Services Director	REPORTS TO: Principal
DEPARTMENT: Maintenance	EFFECTIVE DATE: ASAP
EMPLOYEE NAME:	

POSITION SUMMARY:

The Plant Services Director is responsible for the maintenance, repair, and replacement of Bass Memorial Academy’s physical plant, as well as for the maintenance of all campus vehicles. The director is also to be a certified bus driver who actively helps with the driving needs. Applicants must have a strong desire to mentor young people and a willingness to serve others. This is a full time, salaried position.

POSITION QUALIFICATIONS:

Bass Memorial Academy personnel will be faithful practicing members of the Seventh-day Adventist Church whose life and habits have a positive influence in leading students to Christ. Bass Memorial Academy personnel will be passionate about Adventist education and will support the mission of Bass Memorial Academy at all times.

Employees must fulfill the performance standards of this position and comply with policies, rules and procedures of Bass Memorial Academy, the Gulf States Conference, the Southern Union, and the North American Division, including those set out in the Employee Handbook or otherwise communicated (orally or in writing) to employees.

The following requirements are representative of minimum levels of knowledge, skills and/or abilities:

Interpersonal Relationships

- Provides a role model of successful Christian living for the students.
- Interacts with students and models spiritual maturity in leading students towards Christ and then spiritual growth.
- Interacts with students and others in a manner that is sensitive to diverse academic, spiritual, and personal needs.
- Exhibits the interpersonal skills to work in collaboration with, and in support of, colleagues in planning and implementing educational activities.

- Maintains active communication and positive relationships with parents, administration, board members, constituents, and community.
- Respects and accepts each individual, regardless of sex, race, color, ethnic origin, cultural or socioeconomic background, religion, or disability.
- Demonstrates the interpersonal skills necessary for basic conflict resolution, following the appropriate chain of command.

Professional Responsibilities

- Demonstrates a personal commitment to SDA Christian leadership principles and lifestyle.
- Demonstrates effective organizational skills in managing professional responsibilities.
- Participates in church, school, and extracurricular projects and activities.
- Initiates professional development activities and participates in conference sponsored professional in-service training on a regular basis.
- Cares for personal and school property.
- Ability to work as a member of a team as well as independently.
- Understands and follows the departmental budget.
- Responds to inquiries or complaints from stakeholders, regulatory agencies, or members of the business community in a professional manner.
- Is on-time for meetings/appointments and performs administrative and other responsibilities in a timely manner.
- Understands that Bass Memorial Academy is a boarding school. As such, duties include some evening and weekend supervision responsibilities and sponsorships.
- Understands the importance of confidential information concerning students and others while maintaining a high degree of integrity and support for Bass Memorial Academy.

JOB STANDARDS AND REQUIREMENTS:

Education:

- Applicants should have post-secondary training with a trade certificate. A bachelor's degree in physical plant management or industrial arts is preferred.

Experience:

- A working knowledge of heating/cooling, refrigeration, plumbing, general repair, locksmithing, welding, and auto repair is essential. Diesel mechanic experience would be helpful. The director must have a CDL license (or be willing to obtain one) endorsed for passenger buses. Should have five to six years' experience in a variety of trades.

MAJOR DUTIES AND RESPONSIBILITIES:

- Consults with the Principal to develop policies and procedures for the general operation of the Plant Services department.
- Responsible for the operation of the Industrial Arts Building and the Butler Building, including the storage and safeguarding of tools and equipment, replacement of tools and equipment and the purchase of supplies according to budgetary constraints.
- Maintains an organized shop and transportation facilities with equipment properly stored and maintained.
- Maintains the records required by the administration in the operation of the program – inventory records, expense receipts, student time cards, etc.
- Assigns work to all personnel assigned to Plant Services, both part-time and student.
- Ensures that all areas of the campus are maintained in a clean, attractive, and safe condition.
- Responsible for the upkeep of the sewer lagoon (in conjunction with the Grounds Supervisor).
- Assists the Treasurer in the preparation of the budget for Plant Services and works to operate within that budget.
- Responsible for the maintenance and safety of school vehicles, arranging for licensing and inspections as required.
- Completes renovations/repairs in faculty housing when families move out (before the new family moves in).
- Books reservations for the busses and other school vehicles and ensures the vehicles are ready to go.
- Has a CDL license (or willing to obtain one) with an endorsement for passenger busses.
- Directs workers engaged in painting and performing structural repairs to masonry, woodwork, and furnishings of buildings.
- Requisitions tools, equipment, and supplies.
- Inspects completed work for conformance to blueprints, specifications, and standards.
- Monitors working conditions and the use of equipment to maximize efficiency of the work crew.
- Analyzes and resolves work problems, or assists workers in solving work problems.
- Confers with administration regarding facilities planning and makes recommendations.
- Provides adequate supervision of students for which he/she is responsible.
- Participates in faculty/staff meetings. Also participates in major school events (i.e. youth rally, education fair, academy days, alumni weekend, graduation, camp meeting).
- Involved in sponsorships as assigned. The staff member willingly participates in school functions to show support of the school program.
- Performs other duties and responsibilities as assigned by their supervisor.

- Follows a planned preventative maintenance schedule. The schedule is as follows:
 - Every 5 years:
 - Brush, clean, and paint the walkway posts. This project should take approximately four weeks.
 - Reseal the campus roads.
 - Paint the exterior of faculty houses unless vinyl siding has covered wooden exteriors.
 - Every 2 years:
 - Clean air conditioners in the dorms. (They must be taken to the maintenance building to be cleaned and checked. There are 45 units in each dorm).
 - Clean air conditioner units on campus excluding dorms. There are 42 units in this category.
 - Clean faculty housing air conditioner units. These are split systems with the condensers outside and the evaporator inside. There are 12 units of this type.
 - Clean two dryer vent systems in each dorm.
 - Every year:
 - Clean the gutters of all campus buildings. There are seven buildings in this category.
 - Change the oil in the buses every 10,000 miles. There are two buses.
 - Change the oil in the other vehicles every 3,000 miles.
 - Change or clean AC filters every 3 months.
 - Every month:
 - Take a walk around each dorm to check the screens and glass.
 - Every week:
 - Check lagoon for ph, residual chlorine and flow.
 - Replace broken screens and glass when reported.
 - Fix any plumbing, electrical, and lock problems.
 - Clean buses after each trip as well as check fluids. Wash buses before and after each major trip.
 - Drive to Hattiesburg to pick up supplies.
 - Complete work orders approved by the Principal.
 - Accomplish tasks assigned by the principal.