

JOB DESCRIPTION

Job Title:	Maintenance Services Coordinator
Location:	Guam
Department:	Administration & Finance
Reports to (Title):	Operations Director and Maintenance Services Supervisor

Classification: <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Faculty <input type="checkbox"/> Volunteer/Missionary <input type="checkbox"/> _____	Salary Basis: <input type="checkbox"/> 12 Months <input type="checkbox"/> 9 Months <input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Per class	Hours / week: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> _____
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JOB PURPOSE SUMMARY (GENERAL DESCRIPTION)

Performs diversified buildings and grounds maintenance and related support in a facility. The Maintenance Coordinator will maintain operations quality, safety, and cleanliness of all PIU, Guam's buildings, grounds, equipment and vehicles. He also collaborate/work as part of the team with other Maintenance volunteers.

KEY RESPONSIBILITIES (NATURE OF WORK)

- Performs minor repairs and preventative maintenance on existing buildings to maintain them in an aesthetic, functional condition.
- Maintains the grounds of the facility in a condition that is both aesthetic and safe for others at the facility.
- Operates and maintains the facility's furnaces and air conditioning systems to insure they are functioning properly and the facility's buildings are climatically habitual.
- Make sure that all vehicles are registered.
- Verify all vehicles are in safe condition, and will not permit any unsafe vehicle to be driven until necessary repairs are made.
- Present bills to all personnel for private use of campus vehicles. Bills will be issued the first of every month.
- Maintain and assign all keys required for faculty and staff's building access needs.
- Make sure that all regular lights, security lights, and smoke detectors are in good working condition and repair or remove any unsafe appliances and/or furniture.
- Maintain emergency exit plans for all buildings and inspect and recharge all fire extinguishers. (Inspections done monthly.)
- Inspect all buildings for cleanliness and report any unclean situations to Operations Director.
- Collaborate with all employees of maintenance department, including volunteers, work study students, and student assistants, and verify hours worked by signing off time sheets monthly if needed.
- Provide equipment and materials and consult with deans on all work to be performed on student work days.

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	<ul style="list-style-type: none"> • Purchase janitorial supplies for the cleaning of all buildings except dorms with prior approval of the supervisor. • Purchase all needed repair and/or construction materials for maintenance of campus buildings. Any purchases over budget are subject review and approval of the Operations Director and Administrative VP. • Prepares and maintains records of activities as required. • Perform other duties assigned by the supervisor.
JOB QUALIFICATIONS (EDUCATION AND TRAINING)	
	<ul style="list-style-type: none"> • Bachelor's Degree in any related discipline, or the equivalent combination of education, technical training, or work experience. • Ability to clean and maintain equipment used in maintaining the building and grounds. • Ability to perform skilled laborer work such as cement finishing, painting, carpentry, plumbing, electrical work, and landscaping. • Ability to plan, organize, and control the work of subordinates. • Displays high standards of ethical conduct. Refrains from dishonest behavior. • Works and communicates with all clients and customers providing polite, quality professional service. • Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision. • Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization. • Must be able to work independently and demonstrate performance as a team player. • Must provide a pastoral reference that shows an exemplary Christian testimony and active participation in a local church fellowship. • Must sign a statement of agreement with the institutional doctrinal statement. • Must possess the desire to minister to students and staff.