

## **LIBERTY CHRISTIAN SCHOOL- A MINISTRY OF LIBERTY CHURCH**

*Libertychristianschoolmd.com*

*Libertychurchpca.org*

**Title: Facilities Director**

**Part Time Hourly Position - up to 20 Hours per week (12 month position)**

**Salary range: \$ based on experience**

### **OVERVIEW**

Liberty Christian School is a private Christian school located in Owings Mills, Baltimore County. Founded by Liberty Church, PCA in September 1980, the school has long been a vision of the church leaders and members to serve the Baltimore and Carroll County communities. The mission of Liberty Christian School is to partner with Christian families to provide a quality Christ-centered education. The vision of Liberty Christian school is to prepare graduates spiritually and academically to impact the world for Christ.

### **RESPONSIBILITIES**

- Adhere to philosophy, purpose, goals, policies and culture of Liberty Christian School
- Perform general and preventative maintenance and repairs as necessary
- Perform general duties to support faculty and staff as authorized by the Head of School
- Consult with the Decon's Property Management Chairman on facility maintenance and repair requirements
- Assist the Cafeteria Manager as needed; set up and clean up of gym for lunch
- Record and manage the repair task order process
- Formulate the Emergency Preparedness Procedures and schedule fire drills
- Scheduling and Permits/Licensing for but not limited to Flotron, Freedom Septic, Boiler Inspections, Fire Marshal Inspections, Fireline, and Water Testing as needed
- Snow Removal
- Assist with set up/clean up for LCS special events including but not limited to Parents Day, Grandparents Day, Fundraisers, Dramas/Musicals, and Graduation
- Observe strict confidentiality for any and all matters of LCS

### **QUALIFICATIONS**

- Handyman skills across a broad spectrum of building maintenance requirements
- Strong verbal and written communication skills
- Strong interpersonal relationship and negotiation skills
- Successfully pass doctrinal review based on Westminster Confession

### **CHAIN OF COMMAND**

Directly responsible to Head of School