



Maintenance/Security Manager
12-month, Full-Time, Exempt

General Teamwork

- Pray for the Headmaster to faithfully execute his calling in the ministry of Capstone Classical Academy.
- Pray for Capstone Classical Academy's board, leadership team, faculty, staff, and families.
- Represent Capstone Classical Academy's mission, and most importantly, Jesus Christ, by submitting to the Holy Spirit in interactions with colleagues and families to the glory of God.
- Assist Headmaster with tasks as needed and directed to help him to serve families, faculty, and staff with excellence.
- Contribute to the refinement of the vision, traditions, structures, and policies of Capstone in its early years of development.
- Provide helpful observations and critique to the Headmaster for the purpose of helping him to improve Capstone's service to its families, faculty, and staff, and to help him to support this position of administrative assistant with excellence.

Maintenance Manager

- Report to Director of Operations
- Fulfill maintenance work orders from staff.
- Complete routine preventative maintenance according to industry standards.
- Secure quotes and hire maintenance professionals as needed to care for the campus.
- Provide for snow removal and landscaping at the direction of the Director of Operations, balancing what can be done in-house and what must be outsourced, practicing good stewardship of time and resources.
- Keep maintenance supplies and tools organized, inventoried, and in clean working order.

Security Manager

- Reports to Director of Operations
- Work with leadership team to create and execute a schedule of security trainings and drills.
- Keep abreast of school security best practices and help the leadership team to train employees in ongoing enhancement of campus security.
- Serve as the liaison for any third-party security contractors utilized by the school.
- Research and propose security enhancements to the Headmaster for approval.