



Oklahoma Baptist Homes for Children (OBHC) is the largest provider of private, not-for-profit, residential childcare in the state, serving more than 200 at-risk youth and families at four campus locations. Additionally, six Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

OBHC Mission Statement: The mission of Oklahoma Baptist Homes for Children is to demonstrate God’s love by providing hope through empowering children and their families to follow Christ.

Director of Campus Maintenance

Job Description Summary: The Director of Campus Maintenance is responsible for all phases of physical management of the campus including, but not limited to, supervision of any maintenance and grounds staff or volunteer staff, negotiation and oversight to all building contracts and services, responsibility for upkeep of the total campus, to include day to day maintenance, preventative maintenance, and emergency maintenance. The Director of Campus Maintenance will be responsible for the performance of his or her duties and will be appraised by implementation, consistency, quality and performance of his or her assigned duties toward empowering children and their families to follow Christ.

This position is a full-time exempt position. Oklahoma Baptist Homes for Children offers a competitive salary and, for full-time personnel, a compensation package which includes health insurance, life insurance, retirement and much more. The Director of Campus Maintenance will need to live in reasonable proximity to the campus to share responsibility in responding to off hours maintenance emergencies. On campus housing may be available.

In accordance with Oklahoma Medical Marijuana and Patient Protection Act, this job is designated as safety-sensitive because of its requirement of *‘the operation of a motor vehicle, other vehicle, equipment, machinery or power tools’* and is therefore exempt from the anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act.

Location: Owasso

Reports to: The Director of Campus Maintenance reports to the Campus Director.

Requirements: *“For an overseer, as God’s steward, must be above reproach.” Titus 1:7a, ESV*

1. Profess that Jesus Christ is Lord and that Jesus is only one true God, acknowledging that there is no salvation from sins apart from Jesus’ death, burial and resurrection (Jn. 14:6).

2. Believe the Bible is the inspired and inerrant Word of God (2 Tim. 3:16).
3. Mature, Christian person that is actively involved in a Southern Baptist church. (Heb. 10:25).
4. Believe and follow the 2000 Baptist Faith and Message as summarized in the OBHC Statement of Belief.
5. A firm commitment to the sanctity of human life (Ps. 139:13, 14) and biblical sexual purity in all circumstances (1 Cor. 7).
6. Concern for God's kingdom (Mt. 6:33), love for those served (Mt. 22:37-39) and a calling to OBHC (Ps. 90:16, 17).

Educational and Experience Requirements: *“Do you see a man skillful in his work? He will stand before kings. He will not stand before obscure men.” Proverbs 22:29, ESV*

1. Four-year degree in a related field and/or at least 4 years of experience with similar work.
2. Experience in effectively relating to a diverse population.
3. Good communication skills, both oral and written. Able to communicate in a professional capacity.
4. Strong organizational and time management skills.
5. Broad and comprehensive knowledge of physical plant issues including but not limited to mechanical and electrical systems, HVAC, exterior maintenance, interior maintenance, fire safety systems.
6. Demonstrated ability to negotiate service contracts in such a way that quality services are delivered at the best value to the property.
7. Ability to develop and adhere to operating budgets.
8. Skill in the use of computer programs; able to document and track maintenance activities and details and to develop systems for more efficient service delivery.
9. Current, valid driver's license.

Physical Requirements (based on essential responsibilities)

1. Move, push, pull and/or lift objects weighing up to 50 pounds.
2. Use hands and arms for simple grasping, pushing and pulling to sweep, mop, use containers of cleaning solution/chemicals, etc.
3. Perform tasks requiring actions of muscles or groups of muscles to walk, stoop, bend, lift, and to carry objects.
4. Walk and/or stand for prolonged periods of time.
5. Speak clearly and make self-understood in face-to-face interactions.
6. See objects closely to read directions, instructions, chemical warnings, etc.
7. Hear normal sounds and voices with some background noise to receive verbal instructions, answer telephones, communicate with others, etc.
8. Climb ladders, work in warm areas, operate drills, sanders, saws, snow blowers, tractors and other mechanical equipment on a daily basis.

We are a religious employer and we reserve the right to hire based upon religion pursuant to Section 702 of Title VII Civil Rights Act 1964.

Job Responsibilities: *“Whatever you do, work heartily, as for the Lord and not for men.”*
Colossians 3:23, ESV

1. Responsible for all phases of physical management of the campus *“Choose for your tribes wise, understanding, and experienced men, and I will appoint them as your heads.” Deuteronomy 1:13, ESV*

- A. Adhere to all company personnel directives as per the Policy and Procedure Manuals and ensure that all maintenance staff and volunteers do the same.
- B. Maintain strong positive relationships with residents and their families, the staff, and the Board of Directors. Represent the organization in a manner that is consistent with its mission and values.
- C. Supervise all current and future campus maintenance and grounds personnel and volunteers, giving direction, administering any needed correction, and evaluating performance on a regular basis. Working closely with the Campus Director, monitor time off, perform annual reviews and administer disciplinary procedures as needed.
- D. Develop and implement methods for work safety assurance, including a clear and demonstrated program of compliance to OSHA guidelines and standards.
- E. Take responsibility for all aspects of the appearance and physical upkeep of the property, keeping both buildings and the grounds pristine and in good repair. Do daily rounds to identify immediate maintenance and/or housekeeping issues. Ensure that all work orders are completed in a timely and thorough manner.
- F. Ensure a qualified staff member is always available to respond to emergency maintenance needs.
- G. Monitor move-ins and move-outs, assisting staff in the completion of timely turnovers, and assuring that all vacant apartments are “market ready” at all times.
- H. Working under the guidance of the Campus Director, manage financial aspects of physical plant operations including but not limited to review and coding of invoices, approval of financial expenditures, preparation of annual budget for assigned departments, adherence to budgetary guidelines.
- I. Assist in identifying building and grounds needs, prioritizing issues and planning for the completion of projects within the financial constraints of the operating budget.
- J. Order supplies and equipment, evaluating prices and using multiple vendors to ensure the optimal value.
- K. Negotiate and oversee all contracts for the building including but not limited to fire safety, telephone service, grounds and landscaping, snow removal, HVAC maintenance, painting, and carpet replacement. Ensure that all contracts are kept current and that they are bid out as needed to ensure the best value and service quality for the property. Track insurance policies and other information that is kept on site for each vendor.

- L. Develop systems and procedures for tracking and managing inventory as well as the completion of preventative maintenance tasks, apartment readiness, annual inspections, etc.
 - M. Assist with the planning of and oversee the implementation of all capital projects on the property.
 - N. Work with the Volunteer Coordinator to keep an up-to-date list of campus projects suitable for volunteer groups.
 - O. Be available to prepare for and participate in special events.
 - P. Serve as a member of the management team, fostering a spirit of cooperation and teamwork among all departments and communicating effectively with all campus staff. Provide weekly, monthly and annual reporting to the Campus Director.
2. **Responsible for Reporting to Campus Director with Christ-Like Submission.** *“Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God.” Romans 13:1, ESV*
- A. In a spirit of humility, the Director of Campus Maintenance is responsible to and under the supervision of the Campus Director for campus maintenance operations. (Prov. 25:6).
 - B. In the absence of the Campus Director, the Director of Campus Maintenance is responsible to the Vice President of Program for pertinent information concerning general campus operations, serious incidents and other factors and circumstances that involve safety and well-being of campus staff and residents (Tit. 3:1).
 - C. Daily check work related email and phone calls and promptly return calls the same day.
 - D. Willingly help carry in any donations that arrive to office and exhibit a spirit of servanthood.
3. **Demonstrates Christ-like Interpersonal Skills**
- “Only let your manner of life be worthy of the gospel of Christ, so that whether I come and see you or am absent, I may hear of you that you are standing firm in one spirit, with one mind striving side by side for the faith of the gospel” Philippians 1:27, ESV*
- A. Models Christ-like behavior in word and deed in relationships with staff, donors, trustees, volunteers, men, women, children, and families (1 Tim. 4:12).
 - B. Responsible for exercising Christ-like confrontational skills (as they arise) while engaging in interpersonal relationships, beginning with one-on-one peacemaking (Mt. 18:15-17).
 - C. Recognize and respond humbly to the differences in learning and communication styles, as well as cultural and philosophical perspectives of residents, families and staff (Gal. 3:28).
 - D. Demonstrate biblical conflict resolution skills with residents, staff and family members, beginning with confession of personal responsibility in the conflict being addressed (1 Jn. 1:9).

- E. Actively pursues opportunities for fellowship, friendship and community-building with other staff members, remembering that each staff person is a brother or sister in Christ (Heb. 10:24).
- F. Recognize the emotional needs, family dynamics and other personal difficulties of the other staff members and respond with love and prayer (Jn. 15:12-14).

4. Honor God’s Provision by Keeping OBHC Property and Vehicles Clean and Well Maintained *“So then each of us will give an account of himself to God.” Romans 14:12 ESV*

- A. Display biblical characteristics of truthfulness and integrity by reporting all damage and accidents to the administration (Prov. 28:18).
- B. Demonstrate stewardship and ownership by keeping allotted office space, office equipment, grounds, facilities, buildings, and other resources clean and well maintained (Gal. 6:4, 5).
- C. Be proficient and use integrity in use of computer and other office equipment (1 Cor. 15:58).

5. Additional Responsibilities

“And whatever you do, in word or in deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.” Colossians 3:17, ESV

- A. Maintains appropriate attire as dictated by biblical commitment to modesty (1 Tim. 2:9, 10), specific circumstances, activities and office procedures.
- B. Out of respect for the Lord and OBHC, maintain punctuality to office hours as scheduled by assigned supervisor (Phil. 2:3).
- C. Time off for personal needs or requests of any type of leave must be arranged in advance with the immediate supervisor, demonstrating Christ-like respect for authority (1 Pet. 2:17).
- D. Seeks proper administrative approval on all credit card and charge accounts when purchasing items needed on campus/in office (Rom. 12:10).
- E. Make prayerful and wise financial decisions on purchases approved by administration. For example, purchase items on sale, in proper quantity, and only necessary items (Prov. 21:20).
- F. Upon receiving OBHC employee credit card statement, compile all receipts, documentation and information to submit within time designated by supervisor.
- G. Be able to meet all the qualifications and expectations as outlined in *OBHC Policies* section (VI., L, M, pages 10-12) unless otherwise specified by the qualifications listed in this job description (Prov. 18:9).
- H. Acts respectfully (by not talking and being attentive) during chapel, staff meetings, and campus training, modeling Christ-like honor to the rest of the staff (Rom. 12:10).
- I. Complete appropriate tasks as assigned by supervisor (Phil. 4:13).