



Assistant Director of Maintenance

Department: Assistant Director of Maintenance

Supervisor: Director of Maintenance

FTE: Full-time (1.0), exempt, professional staff position

Summary: Actively participate in the management and supervision of AMBS plant and equipment maintenance, assisting the Director of Maintenance in any and all activities related to plant and equipment upkeep, function and appearance. Assist in fulfilling the seminary's commitment to environmental stewardship.

Responsibilities and Duties:

1. Supervisory Responsibilities
 - a. Supervise student workers, other employed staff and volunteers in:
 - a. Providing general "custodial care" for buildings
 - b. Special project work
 - c. Summer crew
 - d. Lock-up personnel
 - b. Give orientation and instruction to workers
 - c. Fill in when student janitorial workers are absent, especially at beginning and end of semester
 - d. Creatively incorporate gifts and energy of student workers, with sensitivity to the gifts of international students.
2. Management Responsibilities
 - a. Create job descriptions, organize work lists and schedules for employees and volunteers
 - b. Work up plans and estimates for projects: submit plans to suppliers for estimates
 - c. Order or purchase materials for projects
 - d. Contact and work with sub-contractors in bidding on projects
 - e. Manage projects involving sub-contractors: i.e. carpet and vinyl installers
 - f. Monitor janitorial supplies and equipment: place orders and make purchases as needed and directed
3. Other Maintenance Responsibilities
 - a. Assist Director of Maintenance providing backup during vacations
 - b. Assist in all buildings, equipment, systems and grounds maintenance and repair
 - c. Provide input to budget process – staffing (skills and time) levels, supplies, etc.
 - d. "Tidy up" if things are out of place: straighten doormats, wipe dust, clean up spills, etc.
 - e. Move materials to archives or storage rooms
 - f. Respond to security alarm
 - g. Facilitate classroom and meeting space arrangement for special events, i.e. set-up
 - h. Respond to after-hours maintenance calls

Qualifications and skills:

- Strong management and supervision skills
- Experience with PC's and DDC (digital controls)
- Working knowledge of HVAC systems and related controls, including but not limited to boilers, geothermal & air to air heat pumps, air handlers, air conditioning systems
- Knowledge about repair and maintenance of small equipment
- Knowledge about repair and maintenance of work and living spaces
- Handy with tools and equipment
- Experience with permaculture design, or certification
- Team player
- Self-starter
- Warm, open personality
- Willingness and ability to be available in emergencies
- Ability to appropriately navigate cultural differences and other diversity. Ability to collaborate with stakeholders including students, faculty, indigenous populations, and ecological specialists.
- Commitment to undoing racism and/or similar initiatives required

AMBS requires COVID-19 proof of vaccination or a medical/religious exemption for all employees.

Hiring policy

Commitment to Anabaptist Mennonite Biblical Seminary's mission and support of its Anabaptist and ecumenical vision are essential. AMBS does not discriminate against employees or candidates for employment on the basis of race, sex, color, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.

AMBS is committed to anti-racism as one of the ways we practice God's reconciling mission in the world. Candidates for employment will have a strong motivation to join our efforts to work for racial equity and make AMBS an increasingly diverse learning community.

To apply:

Please submit cover letter, resume, and a list of three references to:

Steve Norton, Assistant Director of Human Resources

hr@ambs.edu or 3003 Benham Avenue, Elkhart IN 46517

Women and other underrepresented groups are encouraged to apply.