

CLBI Position Description

Director of Maintenance

Mission Statement

The Canadian Lutheran Bible Institute is a Christian Discipleship Training Centre. We are Biblical, confessional, and evangelical, embracing Christ's Great Commission to "Go and make disciples of all nations, baptizing them in the name of the Father, and the Son and the Holy Spirit, and teaching them to obey everything that I have commanded..." (Matt. 28: 18-20)

Relationship

The Director of Maintenance shall work in team ministry with all the staff of CLBI, overseeing all areas of ministry that have been assigned, cooperating in areas that overlap in scope, and reporting to the President for accountability, guidance and encouragement.

Contract/Call

Since the Board of Trustees calls only the President to carry on the affairs of CLBI, they in turn will maintain a staff that is capable of fulfilling the mission of CLBI, and the Director of Maintenance will be hired as a member of staff with all the duties and benefits of such.

Statement of Faith

The Director of Maintenance must be willing to sign on to the CLBI Statement of Faith, both the statement found in the constitution and the one explained in greater depth, with which all instructors teach in accord. Both can be found on the CLBI website www.clbi.edu

Ministry Description

The Director of Maintenance is responsible for the upkeep and general maintenance of the school and property. The duties of the Director of Maintenance include but are not limited to:

- Site Management (maintenance perspective): boiler and fire alarm reviews (computer panel), thermostat programming (23), specific maintenance concerns (roof, etc.), obtain quotes and communicate with vendors, manage internal maintenance budgets
- Vehicle management : ensure service happens as needed, 6 month inspections, manage fuel cards and accounts, book buses/vehicles as needed for trips
- Purchasing of janitorial and maintenance supplies
- Complete grounds maintenance in all seasons
- Keep the CLBI Facilities Committee informed of major projects and significant campus maintenance needs
- Coordinate site projects as assigned by the President

- Coordinate and oversee student work duties
- Make sure the campus including dorm rooms are clean and ready for students at the beginning of each school year
- Inspect student rooms at year-end for return of damage deposit
- Oversee setup and takedown for events
- Keep the CLBI shop clean and organized
- Cafeteria floor care
- Recycling

Other duties that can be included and expanded upon as a member of the larger staff body:

1. *A Stabilizing and Unifying Presence*

- a. Informal Mentorship – To be an example to the student body in your overall lifestyle of one who is living forgiven in the grace of God through Jesus Christ. This means setting an example through your words, actions, and choices. Who you are and how you live communicates the loudest.
 - i. Worship and fellowship in a local congregation.
 - ii. Follow and live the CLBI Way of Life as an expression of gratitude to God (available by request)
 - iii. Exercise a role of spiritual leadership with all students and in community life.
- b. Prayer – To make praying for the students a primary part of your work. Regular staff prayer is an opportunity to put this into practice.
- c. Participation – To participate in off-campus events and programs as you are able.
- d. One week of paid leave per year will be granted to the Director of Maintenance for the purpose of representing CLBI at a camp, church or other event.

2. *Administrative Tasks*

- a. To participate in the weekly staff meetings.

3. *Staff Relations*

- a. The Director of Maintenance will relate directly to the CLBI President for supervision and accountability.
- b. As part of a larger ministry team, the Director of Maintenance will relate to all staff with Christian love and respect as co-workers in the task of nurturing students in their relationship with Jesus Christ through the Word of God.

Position Commitments

- This is a Full-time position which includes benefits and RRSP contributions
- Salary will be calculated based on training and experience
- Staff are expected to provide two references, a criminal record check which includes a vulnerable sector check before commencing employment.

Posting Date: November 26, 2024

Closing Date: When suitable candidate is found

Must be 18yrs of age or older to apply for this position, please email your resume to drostad@clbi.edu

We sincerely thank all candidates for their application; however only those selected for interview will be contacted.

Starting

Will be determined in discussion with applicants