



PENTECOSTAL

THEOLOGICAL SEMINARY

a Church of God ministry

Assistant to the Director of Facilities and Support Services Job Posting

The Pentecostal Theological Seminary announces the following full-time position (40 hours/week). The compensation and benefits for this position will be discussed during the interview process.

To Apply:

Please submit a resume to jterpstra@ptseminary.edu. The application will be forwarded via email when the resume is received. The office is located at the Pentecostal Theological Seminary, 900 Walker Street NE, Cleveland, TN 37311.

Interviews will begin for qualified applicants as applications are received. The position posting is open immediately and accepting applications until filled.

Core responsibilities:

1. Performs routine maintenance on building interior and exterior.
2. Performs grounds upkeep, including seasonal mowing and trimming.
3. Repairs in painting, plumbing, electrical, structural.
4. Performs office relocations and moving, as needed.
5. Performs regular set up for classes and campus functions.
6. Arrange for periodic security checks of school property and equipment during non-business hours.
7. Receive any reports of unusual or suspicious activity and communicated to law enforcement when necessary.
8. Keep an updated key roster of authorized, issued keys of the school facilities.
9. Supervise the Facilities Assistant and Groundskeeper.

Preferred Qualifications:

High school diploma/GED and completion of a one-year certificate from college or technical school in maintenance or two years of general maintenance experience.

Preferred Education and Experience

HVAC/R EPA certification

Pentecostal Theological Seminary is an equal opportunity employer and does not discriminate in provision of its education and employment programs and services on the basis of race, color, national or ethnic origin, sex, pregnancy, disability, age or covered veteran status. PTS participates in the E-Verify program.

As a denominationally sponsored institution, the Pentecostal Theological Seminary is fully committed to the spiritual, doctrinal, and ethical emphases of the Church of God and is firmly dedicated to serving and training its ministry. PTS employees are expected to be committed to the absolute authority of Scripture and the Holiness-Pentecostal interpretation of the Christian faith as set forth in the Declaration of Faith of the Church of God and conduct their lives in alignment with those provisions. Employees must be in agreement with the Church of God Declaration of Faith, and the Doctrinal and Practical Commitments.