



PENTECOSTAL

THEOLOGICAL SEMINARY

a Church of God ministry

Director of Facilities and Support Services Job Posting

The Pentecostal Theological Seminary announces the following full-time position (40 hours/week). The hire date will be approximately January 1, 2024. The compensation and benefits for this position will be discussed during the interview process.

To Apply:

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

The deadline for receiving applications and resumes for this position is November 30, 2023. Interviews will begin for qualified applicants as applications are received. The position will be open until filled. If you are selected to take part in the interview process, you will be contacted by Joylita Terpstra and provided instructions for the interview.

Core responsibilities:

Budgeting

- Manage a preventive maintenance program within the confines of the annual budget and deferred maintenance.
- Prepare an annual budget and operate within that budget for maintenance and repair of buildings and equipment.
- Prepare construction cost analysis for improvements of Seminary property.
- Negotiate contracts and supervise third-party contractors.

Supervisory

- Supervise the Facilities Assistant, Groundskeeper and Custodial Staff.
- Oversee the cleaning and maintenance of the facilities.
- Supervise the use and maintenance of equipment.

Safety

- Maintain the Emergency Action Plan and serve as coordinator of the campus emergency response.
- Enforce sound safety, oversee compliance with campus safety procedures for Facilities personnel and maintain and publish Annual Security & Fire Safety Report.
- Receive any reports of unusual or suspicious activity and communicated to law enforcement when necessary. Ensure compliance with reporting agencies related to safety including TIBRS reporting.

- Arrange for periodic security checks of school property and equipment during non-business hours.
- Maintain records of annual inspections (including fire, security, building, elevator, etc.).

Maintenance

- Maintain and improve the overall appearance of the campus.
- Maintain HVAC units in all properties.
- Repair or replace appliances as the need arises.
- Perform light duty electrical and plumbing services.
- Make purchases at local vendors for facility needs in conjunction with the Business Office.

Other

- Move furniture or equipment when needed.
- Provide setups for events on campus.
- Deliver heavy packages to office recipients.
- Oversee issuance of keys and access to campus facilities.

Preferred Qualifications:

- 7-10 years experience in maintenance or a related field, or equivalent combination of education and experience
- 2 years experience in a supervisory position
- Two years of higher education
- HVAC/R EPA certification
- Experience in safety/security

Pentecostal Theological Seminary is an equal opportunity employer and does not discriminate in employment in its programs or activities on the basis of race, color, national or ethnic origin, sex, disability, age or 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 (Cleveland, TN) and employees are expected to be committed to the Church of God Declaration of Faith, Doctrinal and Practical Commitments.