



AAA Maintenance Director

Position Title: Maintenance Director

Department/Location: Auburn Adventist Academy, Auburn, Washington

Immediate Supervisor: Principal

Status: Full-Time, Exempt, 12-Month Position

Salary Range: \$62,700–\$82,700 annually

Start Date: Immediate Hire

MISSION

Auburn Adventist Academy is a ministry of the Seventh-day Adventist Church dedicated to providing Christ-centered education that inspires students to develop a personal relationship with Jesus Christ, pursue academic excellence, and live lives of service to God and others.

The Washington Conference of Seventh-day Adventists exists to reach Western Washington with the distinctive, Christ-centered Seventh-day Adventist message of hope and wholeness, encouraging all to become fully devoted disciples of Jesus.

POSITION SUMMARY

Auburn Adventist Academy is seeking a mission-minded and experienced Maintenance Director to oversee the operation, maintenance, repair, and long-term stewardship of the Academy's facilities and infrastructure.

The Maintenance Director plays a vital role in supporting the Academy's educational and residential programs by ensuring that campus buildings, dormitories, grounds, and related systems are safe, functional, well-maintained, and reflective of the excellence of Adventist education. This position provides leadership for maintenance operations, preventative maintenance programs, facility improvement projects, contractor coordination, and emergency response efforts.

The successful candidate will demonstrate strong technical knowledge, leadership ability, sound judgment, and a commitment to supporting the mission of Seventh-day Adventist Christian education.

ESSENTIAL FUNCTIONS

- Oversee routine maintenance and repairs involving HVAC, plumbing, electrical, carpentry, and general facility systems.
- Maintain administration buildings, offices, dormitories, dining facilities, classrooms, and other campus structures.
- Conduct regular facility inspections and proactively address maintenance concerns.
- Develop, implement, and manage preventative maintenance schedules and programs.
- Respond to emergency maintenance issues and coordinate timely repairs.
- Manage maintenance budgets, vendor relationships, contractor services, project bids, and facility improvement projects.
- Ensure compliance with applicable safety standards, building requirements, and campus policies.
- Supervise maintenance personnel and student workers as assigned.
- Coordinate maintenance priorities with school administration and campus departments.
- Maintain accurate maintenance records and project documentation.
- Participate in staff meetings, supervision schedules, campus activities, and special projects as assigned.
- Support the overall mission and ministry of Auburn Adventist Academy through positive engagement with students, faculty, staff, parents, and constituents.
- Perform other duties as assigned.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS

- Must be a member in regular standing of the Seventh-day Adventist Church.
- Demonstrated commitment to Jesus Christ and support for the beliefs, mission, and values of the Seventh-day Adventist Church.
- Experience in facilities management, building maintenance, construction management, or a related field required.

- Working knowledge of HVAC, plumbing, electrical, mechanical, and general building systems.
- Strong leadership, organizational, budgeting, and project management skills.
- Ability to manage multiple priorities and respond effectively in emergency situations.
- Strong interpersonal, communication, and team-building skills.
- Ability to supervise employees, contractors, and student workers.
- Valid driver's license with an acceptable driving record.
- Ability to successfully complete required background screenings and employment verifications.

CONTACTS AND ORGANIZATIONAL RELATIONSHIPS

The Maintenance Director regularly interacts with students, parents, faculty, staff, contractors, vendors, volunteers, visitors, and constituents. This role requires professionalism, discretion, strong customer service skills, and the ability to communicate effectively both verbally and in writing.

The successful candidate must demonstrate integrity, confidentiality, sound judgment, and a commitment to supporting the mission of Auburn Adventist Academy, the Washington Conference, and the Seventh-day Adventist Church.

PHYSICAL REQUIREMENTS

Must be able to read, speak, hear, and communicate effectively. The position requires frequent standing, walking, climbing, bending, kneeling, reaching, lifting, carrying, and performing physical labor.

Must be able to safely lift and move materials and equipment weighing up to 50 pounds.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

WORKING CONDITIONS

Responsibilities are performed in a variety of environments, including classrooms, dormitories, offices, maintenance areas, rooftops, mechanical spaces, and outdoor settings.

Work may be performed in varying weather conditions, including rain, snow, heat, and cold. Some evenings, weekends, and on-call availability may be required to support campus operations, special events, and emergency maintenance needs.

BENEFITS

The Washington Conference offers a comprehensive benefits package for eligible employees, including:

- Medical, dental, vision insurance
- Life and Long-term disability insurance
- Retirement benefits
- Paid vacation, sick leave, holidays
- Tuition assistance benefits, where applicable under Conference policy

HOW TO APPLY

Qualified candidates are invited to apply through the Washington Conference employment website.

Applications will be reviewed as received and will remain open until the position is filled.