



Dear Friend,

Thank you for considering Rehoboth Christian School as a place of employment. Rehoboth is a beautifully diverse community that seeks to offer a life changing Christian education to students from the Navajo Nation, the Pueblo of Zuni, McKinley County and Gallup, New Mexico. We believe that each person in each department plays a crucial role in fulfilling our mission statement:

Rehoboth Christian School challenges its students to know the Triune God and equips them to love, serve and transform the world in His name.

If you think you would like to be part of the Rehoboth team where you could contribute and learn, we hope you fill out an application. If you want to talk more after you have read the job description, reach out to us by calling (505) 863-4412 or emailing adminsec@rcsnm.org.

One of the most powerful ways to accomplish our mission is to have our dedicated, Christian, Native American brothers and sisters working at Rehoboth. We cherish those applications and opportunities, but we also welcome all Christians who resonate with our mission to apply for our team.

Thank you for considering Rehoboth!

Bob Jppel

Executive Director

Rehoboth Christian School



Position Description Director of Facilities

Purpose: The Facilities Director is responsible for the oversight of the buildings and grounds of Rehoboth's 700 acre campus. This position supports Rehoboth's educational mission by ensuring that facilities serve the needs of the staff, students and families of Rehoboth in a stewardedly, efficient and safe manner.

Reports To: Executive Director

Supervises: Campus Engineer (.63 FTE), Maintenance Supervisor (1.0 FTE) and maintenance volunteers.

Terms of Employment: Employed on a 12 month contract with salary and benefits as approved by the Executive Director. On call 24/7 for emergency situations related to facilities and infrastructure (shared responsibility with the Maintenance Supervisor and Campus Engineer).

Desired Qualifications:

1. A personal relationship with Jesus Christ (see [Rehoboth's Statement of Faith](#)).
2. Committed to the [mission, philosophy, and educational approach of Rehoboth Christian School](#).
3. 3 years minimum experience in facilities management including the management of employees.
4. Ability to be responsible for the total operation and maintenance of the campus.
5. General experience with and knowledge of principles, practices, methods, and trends as applicable to the upkeep and maintenance of a school's physical plant including buildings, utility infrastructure and landscape.
6. An understanding of applicable health and safety regulations and procedures.
7. Ability to prepare and oversee budgets and expenses in conjunction with the Director of Finance and the COA (Council of Administration).
8. A general knowledge of supervisory skills, operation and maintenance of facility management services, low pressure steam boilers/vehicles, refrigeration and HVAC systems, plumbing and electrical systems, blueprint reading, security systems, construction equipment, and pesticide & weed control procedures and universal applications.
9. Able to develop and maintain good vendor relationships and negotiate contracted services when appropriate.
10. Ability to oversee a comprehensive preventative maintenance program and work order system.
11. Ability to use and administrate Schooldude maintenance software to track and schedule maintenance projects,
12. Ability to use the Google Suite, including GMAIL, Docs, Sheets, Calendar, and Drive applications.
13. Ability to manage multiple priorities.

Areas of Oversight through Staff, Volunteers & Contractors

1. Responsible for maintaining a multi-facility school campus, including:
 - a. Manage all needed repairs and preventive maintenance procedures.
 - b. Manage work orders and schedule the daily activity of the Maintenance Supervisor and Campus Engineer.

- c. Track maintenance issues and trends and make recommendations for improvement.
 - d. Create and execute a calendar-based preventive maintenance program.
 - e. Manage condition of school-owned rental facilities, including estimating and budgeting for scheduled repairs and capital upgrades. Create and update rental agreements as needed.
 - f. Ensure shop vehicles and equipment are maintained and in good working condition. Regularly inspect vehicles and equipment to ensure safety and cleanliness in coordination with the Transportation Manager.
 - g. Encourage the teachers, staff, and students to be good stewards of natural resources.
 - h. Serve on the COA (Council of Administration).
 - i. Oversee all campus building projects and renovations. Participate in campus planning efforts.
 - j. Oversee cemetery operations and serve on the Rehoboth Cemetery Association Board.
2. Heating, Ventilation, and Air-Conditioning (HVAC) Systems
 - a. Maintain heating and cooling systems within the guidelines of state and national codes.
 - b. Perform required preventive maintenance of all systems and keep accurate records.
 - c. Monitor, maintain, and repair the Fellowship Hall refrigeration system and appliances.
 3. Water & Sewer System: From interior of buildings, lateral and end at the city meter/main line.
 - a. Operate and maintain the water and sewer systems under national codes.
 - b. Respond to problems such as outages, clogged drains, laterals, and trunk lines.
 - c. Maintain systems to reduce repeated stoppage due to roots and other preventable obstruction.
 - d. Oversee and maintain the artesian water supply serving the Rehoboth pond.
 4. Electrical Distribution System:
 - a. Oversee the multi-phase electrical service and metering project in conjunction with the City of Gallup and subcontractors.
 - b. Maintain Rehoboth owned electrical grid systems and communicate with the City of Gallup as the utility provider on all electrical grid problems.
 5. Gas Distribution System:
 - a. Maintain and inspect interior lines according to safety standards as prescribed by state and national safety codes, and communicate any problems with the utility provider.
 6. Facility Safety & Security
 - a. Responsible for monitoring and decisions for all buildings containing asbestos materials.
 - b. Inventory management of all maintenance equipment and supplies.
 - c. Material Safety Data Sheets (MSDS) record-keeping and supervision of proper use of all material and chemicals in the maintenance operation.
 - d. Responsible for fire safety, building inspections, and fire suppression equipment.
 - e. Work with the Executive Director on issues regarding security and student safety
 7. Budget Responsibility for the overall maintenance and physical plant operation:
 - a. Work with the Director of Finance in making recommendations for the annual budget.
 - b. Make recommendations for new capital purchases and scheduled capital equipment replacement.
 8. Other projects as assigned by the Executive Director



General Summary of Employee Benefits

For full benefit details contact Executive Director, Bob Ippel at bippel@rcsnm.org

Contract Length - Full-time teachers 190 days contract. Other position contract lengths may vary from full-time to part-time, exempt and non-exempt.

Salary Range - Full-time teacher with Bachelor's and Master's, \$32,897 to \$55,929 per year.

Hourly Pay Range - From \$11.50 to \$19.71, depending on job and qualifications.

Insurances - The school and employee share in the cost of health and other insurances.

403B – The school will match up to 5% of contributions.

Staff Tuition Discount – Discount of up to \$1,600 per student based on number of contracted hours per year.

For Teachers:

- Sick Leave - Each full-time teacher is entitled to ten (10) days sick leave per year, based on one eight-hour day earned for each month of service.
- Personal Days - Each full-time teacher is entitled to two (2) personal days per year.
- Other days off are in the standard school calendar i.e., Fall/Thanksgiving break, Christmas break, Spring break, Summer break.

For Non-Teaching Staff:

Paid Time Off (PTO) - Full-time staff employees (32.5 hours or more per week) are eligible for Paid Time Off (PTO) based on the scheduled length of service and positions.

Teacher Loan Forgiveness

Teaching at Rehoboth may qualify you for the use of the loan forgiveness program established by the federal government.