



Position Title: **Director of Maintenance**

Location: **Southern Preparatory Academy, Camp Hill, AL**

Classification: Full-Time, 12-Month Position

Reports To: Vice President

The **Director of Maintenance** is responsible for the overall upkeep, safety, and functionality of the school's buildings, grounds, systems, and infrastructure. As a key member of the operational leadership team, the Director ensures a **safe, efficient, and welcoming environment** for students, cadets, faculty, staff, and visitors across the Academy's 330-acre campus.

This individual must be proactive, organized, and capable of leading a team of maintenance staff in support of the school's educational mission and residential life needs.

Key Responsibilities

Facilities Oversight & Maintenance

- Direct daily maintenance operations including HVAC, plumbing, electrical, carpentry, painting, and general repairs.
- Conduct regular inspections of dorms, academic buildings, athletic facilities, dining areas, and administrative spaces.
- Ensure preventive maintenance schedules are created and followed for all key systems and equipment.
- Coordinate emergency response to urgent maintenance and weather-related issues.

Team Management

- Supervise and schedule maintenance staff, ensuring clear responsibilities and high-quality work.
- Provide training and guidance to team members on safety, efficiency, and professionalism.
- Monitor performance and support employee development through coaching and evaluation.

Budget & Inventory

- Prepare and manage the annual maintenance budget in collaboration with administration.
- Track expenses, supplies, and inventory to ensure cost-effectiveness and readiness.
- Oversee vendor contracts, service agreements, and procurement of parts and supplies.

Campus Projects & Compliance

- Assist with capital improvement projects, renovations, and new construction in coordination with leadership and contractors.
- Ensure compliance with local, state, and federal safety and building regulations.
- Maintain accurate records for inspections, service logs, and repairs.

Boarding School Environment

- Support the 24/7 nature of residential life, including after-hours availability for emergency needs.

- Collaborate with residential life staff to address facility needs related to cadet housing and daily routines.
- Foster a campus culture of respect, accountability, and care for the physical environment.

Qualifications

Required:

- High school diploma or equivalent; technical or trade school training preferred
- 5+ years of experience in facility or maintenance management
- Supervisory experience with demonstrated leadership skills
- Strong working knowledge of building systems (HVAC, electrical, plumbing, etc.)
- Ability to manage budgets, prioritize tasks, and communicate effectively
- Willingness to be on-call for emergencies and work occasional evenings/weekends

Preferred:

- Experience in a residential or boarding school setting
- Certification in one or more trades (e.g., HVAC, electrical)
- Familiarity with OSHA standards and maintenance software systems

Terms & Compensation

- **Job Type:** Full-Time, On-Campus
- **Schedule:** Monday–Friday with occasional evenings/weekends
- **Compensation:** \$40,000 to \$43,500
- **Benefits:**
 - Health and dental insurance
 - 401(k) matching
 - Paid time off
 - Campus housing option (if applicable)

Interested Applicants should send the following to Ms. Jenifer Isbell, Vice President, jenifer.isbell@southernprepacademy.org.

- Resume/CV