



4568 Halls Mill Rd
Mobile, AL. 36693
Website: <http://camobile.us>

Notice of Vacancy: Plant Engineer

Open Date: February 22, 2023
Closing Date: Until Filled
Start Date: Upon Board Approval
(July 2023)

Covenant Academy of Mobile (CAM) is the area's first elementary charter school opening in August 2023 with grades K-5th and adding a new grade level yearly until the 12th grade is established. The school will serve approximately 270 students. Covenant Academy of Mobile provides a "non-traditional" education that prepares students in a Science, Technology, Engineering, Arts, Math (S.T.E.A.M.) environment to be leaders in a globalized world.

Mission: To create and maintain a positive learning environment that promotes relevant and engaging learning, inspires students to be ambassadors of good character, empowers students to develop skill sets and a passion for lifelong learning. By maintaining this environment, we will provide opportunities for our students to be productive and caring contributors in a changing world.

We are committed to empowering all students to take ownership of their learning, so they can prepare for success as leaders in a globalized world. Through the efforts of dedicated teachers, administrators, parents and mentors, all students will be challenged and motivated in an environment that facilitates growth and success.

POSITION OVERVIEW:

We are seeking an individual who is excited by the challenge of performing a variety of general maintenance work and custodial services to contribute to the ongoing upkeep of CAM's buildings, facilities, grounds, and equipment, including but not limited to basic carpentry, plumbing, grounds keeping, HVAC, and electrical work. This individual must provide leadership to assigned custodial personnel and others as assigned for the purpose of maintaining a clean, sanitary, and attractive educational environment.

PERSONAL ATTRIBUTES:

- Supports the mission and vision of our school
- Ready to be a part of a collaborative team
- Open to receiving coaching and support
- Demonstrates initiative, persistence, and resiliency
- Demonstrates the personal qualities of loyalty, honesty, accuracy, cheerfulness, good health habits, and pleasing personality
- Demonstrates a positive attitude toward work
- Have regular, punctual attendance
- Ability to work harmoniously with fellow employees
- Ability to work an eight (8) hour day and overtime as requested
- Ability to follow oral and written instruction
- Ability to work independently with or without supervision
- Skills in the use of tools and equipment pertinent to the assigned tasks
- Knowledge of equipment, materials, tools, and methods to perform work tasks as assigned
- Knowledge of safety rules in the workplace

DUTIES AND RESPONSIBILITIES:

Listed below are general duties and responsibilities. This list is not inclusive, so other duties may be assigned.

- Performs general maintenance work including, but not limited to basic carpentry, locksmith, painting, electrical, HVAC, grounds keeping, plumbing, etc.
- Ensures safe conditions and conduct routine preventative maintenance while adhering to appropriate health and safety regulations and codes.
- Maintains school facilities and grounds.
- Inspects and performs needed repairs for equipment, furniture, fixtures, buildings, and other items as needed, including fabrication, installation, and general servicing and maintenance.
- Performs a variety of basic carpentry duties, including but not limited to constructing, fabricating, installing, repairing, and replacing various furniture, fixtures, buildings, and building components (e.g., doors, walls, signs, desks, counters, shelves, tables, chairs, benches, buildings, sheds, window frames, fences, stairways, etc.).
- Performs a variety of basic locksmith duties, including but not limited to installing, repairing, and replacing locks and lockable hardware for doors, windows, desks, etc. to ensure a safe and secure facility and to minimize property damage, loss, and liability.
- Performs a variety of basic painting duties, including but not limited to preparing, painting, and finishing a wide variety of interior and exterior structures and surfaces within the school district (e.g., walls, doors, buildings, furniture, etc.).
- Performs a variety of basic electrical repair and maintenance duties, including but not limited to installing, adjusting, troubleshooting, repairing, and replacing various facility equipment/components and system parts/components (e.g., ballast for lighting, lamp coverings, electrical receptacle plates, signs, etc.).
- Performs a variety of basic HVAC duties, including but not limited to operating, maintaining, inspecting and ventilation and air compressor systems and equipment. Responsible for bi-annual belt changing and coil cleaning of all school HVAC units. Report any major HVAC deficiencies to the core maintenance department for repair through the school district work order system.
- Performs a variety of groundskeeping duties, including but not limited to operating necessary equipment (mowers, trimmers, and other power equipment) for planting, fertilizing, pruning, mowing, and other general grounds maintenance and horticultural duties to preserve district grounds in safe and attractive condition.
- Performs a variety of basic plumbing duties, including but not limited to inspecting, diagnosing, installing, fabricating, repairing, and replacing various plumbing systems, fixtures, and parts (i.e., pipes, hot water heaters, drinking fountains, and other plumbing used for water distribution, irrigation systems, and wastewater disposal). Report any major plumbing deficiencies to the core maintenance department for repair through the school district work order system.
- Utilizes the school's online maintenance work order management system to enter and update data necessary to fulfill job functions and complete projects within the established time frame.
- Reads, analyzes, and interprets blueprints, maps, schematic wiring diagrams, and specifications; maintains required written and electronic records to appropriately document activities; and prepares reports for conveying information on work completed and materials used.
- Performs needed repairs on maintenance tools and equipment to ensure the availability of items in proper and safe operating condition and recommends re-ordering of maintenance supplies and equipment to supervisor where appropriate.
- Provides leadership to Custodians by contributing to the training and orientation of new hires.
- Provides direction, support, and information related to the proper cleaning and sanitizing of school
- Conducts audits of work performed as appropriate to confirm compliance with established standards.
- Prepares school for daily operations, including opening doors, checking locks, and ensuring the building is operational at the beginning and end of each school day or throughout the day as needed.

MINIMUM QUALIFICATIONS

- High school diploma, GED, or sufficient education and experience to perform the duties of the position.
- Some experience with commercial custodial or janitorial work preferred.
- Ability to carry out tasks requiring moderate physical exertion and some heavy lifting.
- Ability to follow oral and written instructions.
- Such alternatives to the above qualifications are determined by the Board.

PHYSICAL REQUIREMENTS

Requires exerting 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or up to 10-20 pounds of force constantly.

Reports to: Director of Operations/Principal/Head of School

Terms of Employment: 12 Months

Salary and Benefits: CAM offers a competitive salary based upon degree, licensure, and experience. Also, a comprehensive benefits package including health insurance and retirement will be provided for all employees.

**Employees who currently have retirement benefits, accumulated sick leave days, etc. will not lose benefits. The benefits will continue with CAM.

Evaluation: According to established Board policies, administrative procedures, and guidelines.

Background Clearance

If you are offered a position at Covenant Academy of Mobile, you must complete a background clearance check through Gemalto Systems. This background check must be completed before a person can begin employment and the cost is approximately \$48.

- After going to the Gemalto site, click on the *State of Alabama*.
- Click on the *Department of Education*.
- For **In-State applicants:** Go to REGISTRATION and follow the directions under REGISTRATION PROCEDURES. Complete the registration form and print site locations for locations, hours, and needed documents.
- For **out-of-state applicants:** Go to GENERAL INFORMATION and click on *Fingerprint Cards out of state only* and follow the directions.
- The Gemalto website can be found by clicking <https://www.aps.gemalto.com/index.htm>

If your background clearance has recently been completed through the certification process, there is no need to complete this process again.

**Apply to the job posting on the Alabama State Department of Education's website by using the link below and following the instructions:

https://ats1.atenterprise.powerschool.com/ats/app_login?COMPANY_ID=00008500