



## Assistant Director of Maintenance

**Department:** Assistant Director of Maintenance

**Supervisor:** Director of Maintenance

**FTE:** Full-time (1.0), exempt, professional staff position

**Location:** In-person position, Elkhart, IN

**Summary:** Actively participate in the management and supervision of AMBS plant and equipment maintenance, assisting the Director of Maintenance in any and all activities related to plant and equipment upkeep, function and appearance.

### Responsibilities and Duties:

1. Supervisory Responsibilities
  - a. Supervise student workers, other employed staff and volunteers in:
    - a. Providing general "custodial care" for buildings
    - b. Special project work
    - c. Summer crew
    - d. Lock-up personnel
  - b. Give orientation and instruction to workers
  - c. Fill in when student janitorial workers are absent
  - d. Manage student worker time cards
2. Management Responsibilities
  - a. Create job descriptions, organize work lists and schedules for employees and volunteers
  - b. Work up plans and estimates for projects: submit plans to suppliers for estimates
  - c. Order or purchase materials for projects
  - d. Contact and work with sub-contractors in bidding on projects
  - e. Manage projects involving subcontractors: i.e. carpet and vinyl installers
  - f. Monitor janitorial supplies and equipment: order parts and supplies as needed and directed
3. Other Maintenance Responsibilities
  - a. Assist Director of Maintenance providing backup during vacations
  - b. Assist in all buildings, equipment, systems and grounds maintenance and repair
  - c. Provide input to the budget process – staffing (skills and time) levels, supplies, etc.
  - d. "Tidy up" if things are out of place: straighten doormats, wipe dust, clean up spills, etc.
  - e. Move materials to archives or storage rooms
  - f. Respond to security and fire system alerts and alarms
  - g. Facilitate classroom and meeting space setup (ex. tables and chairs)
  - h. Respond to after-hours maintenance, fire, and security calls
  - i. Provide early morning snow clearing during winter months

**Qualifications and skills:**

- Strong management and supervision skills
- Experience with computers (required) and building management systems (desired)
- Knowledge about repair and maintenance of small equipment
- Knowledge about repair and maintenance of work and residential spaces
- Handy with tools and equipment
- Team player and capable of independent work
- Self-starter
- Warm, open personality
- Willingness and ability to be available in emergencies required
- Ability to appropriately navigate cultural differences and other diversity required
- Commitment to undoing racism and/or similar initiatives required
- Sustainability-oriented mindset
- Ability to lift and move up to 50lbs required
- Ability to work while kneeling/crouching required
- Ability to work from ladders/hydraulic lifts required
- EPA 608 certification for handling refrigerant or ability to become certified within six months
- Experience with residential HVAC and plumbing desired

**Hiring policy**

Commitment to Anabaptist Mennonite Biblical Seminary's mission and support of its Anabaptist and ecumenical vision are essential. AMBS does not discriminate against employees or candidates for employment on the basis of race, sex, color, national origin, age, disability, sexual orientation, gender identity, or any other legally protected status.

AMBS is committed to anti-racism as one of the ways we practice God's reconciling mission in the world. Candidates for employment will have a strong motivation to join our efforts to work for racial equity and make AMBS an increasingly diverse learning community.

**To apply:**

Please submit cover letter, resume, and a list of three references to:  
HR@ambs.edu or 3003 Benham Avenue, Elkhart IN 46517  
References should not be current employees of AMBS.  
Must be authorized to work in the USA

*Updated March 2026*