



Position Description for Maintenance Manager

FLSA Classification :

FT/exempt

Salary Grade/Level:

A17

Position Title: Maintenance Manager

Reports to: Vice President of Finance and Administration

Date Created/Revised: July 2026

Salary Range: \$65,022 - \$76,401+

Phillips Theological Seminary offers theological education dedicated to learning the way of Jesus in order to cultivate vital congregations, communities, conversations, and the public good. The seminary is affiliated with the Christian Church (Disciples of Christ). Located at the triffinium of the Creek, Osage, and Cherokee Nations, and just minutes east of the Greenwood District of Tulsa, OK, better known as Black Wall Street. Phillips is committed to justice initiatives and relational solidarity. We are committed to diversity, interculturality (e.g., Africana, Latinx, Asian, and Indigenous American communities), and justice with attention to the social realities of race, class, ethnicity, gender, and queer expressions of the human experience.

Summary/Objective:

The Maintenance Manager, in coordination with the Maintenance Assistant, supports Phillips Seminary's vision by planning, organizing, and directing the maintenance, repair, renovation, and improvement of the seminary facilities and buildings and grounds; supporting new construction and renovation projects; and ensuring jobs are completed safely, efficiently, and in compliance with applicable regulations and established timelines and budgets.

Essential Functions:

- Perform preventative, predictive, and routine maintenance across the Phillips Theological Seminary campus, including the Cadieux Building, Bedford House, and grounds, while maintaining related maintenance schedules and logs
- Coordinate major maintenance, repairs, and replacement projects for mechanical, electrical, plumbing, and HVAC systems

- Manage and oversee the work of contractors and service providers to ensure quality workmanship, regulatory compliance, and adherence to contract requirements
- Advise VP of Finance and Administration regarding major repairs, capital replacements, and deferred maintenance needs
- Solicit, evaluate, and recommend vendor bids for repairs, replacements, and renovation projects.
- Assist VP of Finance and Administration in developing and monitoring annual capital and operating budgets
- Administer the Maintenance HelpDesk system and provide timely response to maintenance requests and work orders
- Manage custodial services and maintain clean, safe, and welcoming facilities for students, employees, and the community
- Coordinate required inspections, testing, and certifications performed by licensed contractors and regulatory agencies
- Ensure compliance with fire and life safety codes by maintaining fire protection systems and equipment in a safe, operational, and up-to-date condition
- Manage inventory of maintenance equipment, tools, and supplies by monitoring stock levels and procuring replacements to support uninterrupted operations
- Provide leadership and subject matter expertise for facilities-related components of the seminary's organizational risk management and business continuity programs
- Conduct routine, non-licensed, facility inspections to identify maintenance needs, safety concerns, and opportunities for preventive maintenance
- Maintain building maintenance software systems

(Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.)

Competencies:

- Ability to work independently under broad organizational guidelines to achieve seminary objectives
- Thorough knowledge of applicable federal, state, and local building, fire, life safety, OSHA, and environmental regulations
- Proficient knowledge of building construction and maintenance procedures
- Proficient knowledge of HVAC, plumbing, electrical, and mechanical systems
- Ability to evaluate maintenance needs and determine when specialized contractors or consultants are required
- Knowledge of occupational safety practices, hazard identification, and safe work procedures
- Customer-focused approach to working with internal departments
- Strong analytical, troubleshooting, and problem-solving skills
- Sound judgment and effective organizational and decision-making skills
- Effective verbal and listening skills

- Ability to review and compare vendor bids
- Ability to establish and maintain effective working relationships with vendors, contractors, faculty, staff, students, and visitors
- Demonstrates initiative, adaptability, and accountability

Supervisory Responsibilities:

- Supervise Maintenance Assistant and oversee the work of non-employee outside contractors

Work Environment:

This position requires an independent and creative self-starter with great attention to detail. The work environment requires self-management and must be conducive to productivity with timely response to Phillips employees and supervisor. This position is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Physical Demands:

This position may have significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally, this position requires approximately 34% sitting, 33% walking, and 33% standing.

Position Type/Expected Hours:

This position is full-time and requires 40 hours per week. The Maintenance Manager will coordinate work hours with the Maintenance Assistant to ensure appropriate facilities coverage during Phillips' regular business hours. May require occasional evening and weekend hours for special events.

Travel:

Occasional in-town travel may be required for support of major events and on-site production.

Required Education/Experience:

- High school diploma or GED certificate
- Five or more years of increasingly responsible experience in building maintenance and construction, involving facility planning, maintenance, and operations.
- Valid driver's license
- Other job-related certifications or licenses dealing with HVAC, electrical work and contractor credentials

Preferred education/Experience:

- Bachelor's degree in a relevant field

EEO Statement:

Phillips is an ecumenical seminary of the Christian Church (Disciples of Christ). We are approved by the University Senate of the United Methodist Church. Phillips Theological Seminary is an equal employment opportunity employer who complies with all federal, state, and local equal employment opportunity laws, including Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act of 1964. The seminary does not discriminate against employees or applicants base on race, color, national or ethnic origin, alienage and citizenship status, marital status, age, sex, gender (including gender identity and expression), sexual orientation, genetic information, pregnancy, disability, military status, or religion. The seminary's commitment to equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation, and benefits.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties, responsibilities, and activities may change at any time with or without notice.

Signature:

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee:_____ **Date:**_____