



Amana Academy is seeking staff with a sense of adventure and curiosity to work in a diverse, supportive and collaborative environment with a “We are Crew” mindset. Established in 2005, our demonstrated track record of empowering students to do more than they think possible has resulted in Amana being among the most well-regarded public charter schools in the state of Georgia.

We use the Harvard-based [EL Education](#) model as the foundation for our cross-curricular STEM program powered by design thinking. EL provides a holistic framework for measuring student success, placing as much emphasis on character development and quality craftsmanship as it does on academic achievement.

Our flagship campus is located in Alpharetta and is authorized by Fulton County Schools and the Georgia Department of Education. It is open to students in grades K-8 who reside in the Fulton County Schools district. Our West Atlanta campus, opened in August 2022, is located in Smyrna and is authorized by the State Charter Schools Commission. It serves students in grades K-7 residing in the state of Georgia, and is planned to expand each year. Both campuses are tuition-free, public charter schools. .

AMANA ACADEMY, INC. JOB DESCRIPTION

Job Location: Amana Academy West Campus
Job Title: Maintenance Coordinator
Department: Operations
Reports To: School Principal & Director of Operations
Status: Part Time
Start Date: August 2026

DOING WORK THAT MATTERS

The Maintenance coordinator is responsible for management of the maintenance, repair and general cleaning of the campus facilities and parking structures to ensure that the campuses remain safe and functional.

Provides the day-to-day supervision and management of all facilities maintenance. The incumbent in this position will be working internally with various departments and service providers.

ESSENTIAL DUTIES

- Manages and oversees the maintenance of existing School building structures, grounds and equipment to ensure it is maintained in a safe and comfortable condition
- Performs minor on-site repairs to damaged or broken equipment and oversees all maintenance and repair of the facilities performed by maintenance crews; Inspects, supervises, evaluates and provides final approval of the work performed by maintenance crews
- Inspects all building systems, i.e. mechanical, electrical, laboratory mechanical systems, building structural components, and overall aesthetics of the buildings to ensure that mechanical rooms and other assigned work spaces within the zone are maintained in a safe and organized manner
- Develops and ensures the practice of preventive maintenance techniques to prolong the life cycle of systems and equipment
- Monitors departmental practices, supplies and expenditures for efficient use of resource
- Practices and communicates safety culture in the workplace

- Performs other duties as assigned by the appropriate administrator

ADDITIONAL RESPONSIBILITIES

- Supports and performs additional duties around the campus
- Support other departments as need arises

WHAT YOU NEED TO SUCCEED

MINIMUM QUALIFICATIONS:

Education: High School Diploma or GED required; Completion of 2-year technical program or Associates Degree preferred

Certification/Licensure: State License in technical area desired (e.g., Warm Air, Electrical, Plumbing)

Experience: Minimum of 5 years facilities maintenance and operations management experience required; Minimum of 5 years of commercial or institutional real estate maintenance preferred

Knowledge/Skills/Abilities:

- Must be able to successfully manage multiple tasks, projects, responsibilities
- Must be able to perform responsibilities with a sense of urgency to meet the needs of others, respond to solve problems, and willing to accept a variety of tasks to perform
- Must be a professional team player with a high level of positive energy and a can do approach in all activities
- Excellent communication skills both written and verbal
- Ability to be a self-starter and prioritize activities to meet goal

ENVIRONMENT

- **Working Conditions for Amana's Alpharetta campus:**
 - May require work in inclement weather
 - Staff must be comfortable working in a fast paced, often standing environment
 - Staff must possess and demonstrate an innate comfort with flexibility and being able to adapt to new circumstances.
- Physical Demands:
 - Ability to lift and carry 30-50 pounds with assistance
 - Ability to push or pull a maximum of 50 pounds
 - May require stooping or crouching

APPLICATION INSTRUCTIONS: IMPORTANT: Please follow this format for efficient consideration.

1. Email jobs@amanaacademy.org Be sure to put your LAST NAME and POSITION you are applying for in the Subject line; eg, "Smith Elementary Classroom Teacher"
2. In the cover letter, indicate how your past experiences connect with Amana vision, mission and guiding principles (<https://amanaacademy.org/about/vision-mission/>).
3. Attach your current resume.

Amana Academy is an equal opportunity employer. Amana Academy does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.