



Facilities Manager Job Description

Job Summary

- Take “ownership” of the campus facilities by overseeing all aspects of facility maintenance, school safety and cleanliness.
- Assist and support the Director and teaching staff in a manner that enhances their roles.
- Attend to emergencies outside the normal school hours.

Job Requirements

- Hands-on knowledge and experience in the safe operation of a variety of tools, machinery, power equipment used in performing essential functions.
- Basic knowledge of building codes and construction and architecture terminology.
- Working knowledge of Word and Excel.
- Ability to multi-task, prioritize, and efficiently complete all activities.
- Effective communication skills, both oral and written, including the ability to interact/communicate with all types of members of the community including teachers, administrators, board members, parents and students.
- Self-starter, ability to set and meet goals, and a desire to excel.
- Ability to problem solve
- Main the ability to satisfy all physical demands: significant lifting, carrying, pushing and/or pulling up to 50 pounds; frequent stooping, kneeling, crouching and/or crawling; reaching above shoulder level; fine finger dexterity.
- Ability to withstand a variety of indoor and outdoor environmental conditions.

Job Goals

- Bring a business sensibility to the operation of the school, making the daily operation of the school as cost- and time-efficient as possible while maintaining a high degree of student, parent, and staff satisfaction.
- Support the school’s mission by setting the “tone” of the school as:
 - A warm and friendly environment,
 - Having high standards and superb results, while
 - Being committed to each student’s individual success.
- At all times, exhibit the school’s character traits of: *Integrity, Respect, Compassion, Courage, Creativity, and Curiosity.*

Job Duties

- Inspect school facilities for the purpose of ensuring that all facilities are suitable for safe operations, and maintained in an attractive and clean condition. Perform cleaning and special custodial work as required. Plan, schedule, and perform preventative and ongoing maintenance tasks for purpose of ensuring equipment is in proper working condition.
- Conduct necessary activities to maintain wood-burning Garn facility.
- Maintain knowledge regarding methods of industrial cleaning, safety practices and procedures, and health standards and hazards.
- As appropriate, solicit and analyze proposals from contractors to perform various repairs and special maintenance.
- Schedule and coordinate annual inspections per state and county regulations.
- Determine the type, amount and delivery of maintenance and cleaning materials to support of the efficient delivery of assigned duties.
- Coordinate and/or lead staff training to ensure safety and compliance with state/federal regulations. Respond to immediate safety issues to maintain a functioning educational environment.
- Coordinate appropriate facilities set-up and technical equipment for a variety of activities either for the school or for outside use as required.
- Estimate the time and materials costs of proposed projects for the purpose of informing budgeting, planning and accountability of actual project costs.
- Track and communicate status of project requests to requestors and other interested parties to ensure timely feedback and accountability.
- Maintain manual and electronic documents, files and records (inspection records, time sheet, work orders and requisitions, supplies, chemical storage, crisis management data, security controls) for the purpose of documenting activities and ensuring an up-to-date reference.

ESSENTIAL JOB FUNCTIONS:

- **Decision Making:** An example of a typical decision made by an individual in this position is to interpret policies/procedures and best practice. An incorrect decision made by this position could impact the district legally causing financial condition of district to be effected. Errors made in decision-making could potentially result in substantial cost to the District or damage the credibility of the District.
- **Language Skills:** Ability to read, analyze, and interpret general professional journals, technical procedures and governmental regulations. Ability to write reports, business correspondence, and procedural manuals. Ability to effectively present information and respond professionally to questions from groups of parents, community members, commissions, colleagues and Board of Education.

- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form, and deal with several abstract concrete variables. Ability to analyze and use data to supervise the delivery of instruction and the school improvement process.
- **Technology Skills:** Proficient use of technology which includes: basic operations and concepts, word processing, spread sheets, internet usage, critical evaluation of information, data analysis, email, integration of technology.
- **Other Skills And Abilities:** Ability to apply knowledge of current research and theory in education. Ability to establish and maintain effective working relationships with staff and community. Ability to communicate clearly and concisely both in oral and written form. Ability to copy, coordinate, instruct, evaluate and negotiate. Ability to perform duties with awareness of all district requirements and Board of Education policies. Ability to discipline students consistent with district procedures. Ability to maintain confidentiality.
- **Physical Demands:** While performing the duties of this job, the employee is frequently required to sit, talk, or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.
- **Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in this environment is quiet to loud depending on the activity in the particular part of the day.
- *This information contained in this job description is for compliance with the American with Disabilities Act. (A.D.A.) and is not an exhaustive list of the duties performed for this position.*