

## **Job Specification: Facilities Manager**

### **Overview:**

The Facilities Manager is responsible for the maintenance, operations, safety and appearance of the school's campus facilities and grounds and for assuring the school's vehicles are inspected and maintained as needed. Work involves handyman related efforts, making performing repairs and maintenance project for JRHS.

### **General Characteristics**

- Aligned with the school Mission and Philosophy, Statement of Faith and Community Life Statement
- Demonstrated understanding of facilities management and basic construction. Able to perform routine tasks without close supervision.
- Experienced in general maintenance and handyman type projects familiar with: electrical, carpentry, painting, HVAC maintenance, building repair, construction, cleaning, and routine maintenance of power equipment.
- Provides a high level of service
- Excellent interpersonal skills with the ability to collaborate widely with various constituencies throughout the School community including students, faculty, staff, and parents as well as outside contractors and service providers.
- Ability to work outside in all weather. Able to climb ladders, work overhead and lift up to 50 pounds.

### **Responsibilities**

- Maintains inventory of supplies, materials and equipment needed for maintenance and custodial work. The day-to-day custodial work will be performed by students and faculty as part of their stewardship responsibilities. Facilities manager will augment this effort as needed.
- Coordinates and implements a program of preventative maintenance and conducts routine inspections of buildings to identify areas where maintenance should be performed.
- Advises and/or responds to facility related emergencies as needed.
- Responsible to organize, plan and execute in the areas of maintenance, carpentry, plumbing, painting, electrical, grounds, security and cleaning that keeps the school's appearance in exemplary condition.
- Responsible to see that maintenance of existing grounds care equipment (lawn mower, snowblowers, etc.) is performed and to make recommendations to the Headmaster for replacement or repair of said equipment.
- Assists in all necessary arrangements for school and special events regarding set-ups and tear downs.

- Provides input to the Headmaster for preparation of the annual facilities operations and capital budgets.
- Responsible for coordinating and overseeing the work of outside contractors.
- Works with the Headmaster on renovation and new construction.
- Perform other duties as assigned by the Headmaster.
- Lawn: The Facilities Manager is not responsible for lawn care.
- Leaves: The Facilities Manager is responsible for assisting students and faculty in annual leaf removal
- Snow and Ice: The Facilities Manager is responsible to assist with the safety and cleanliness of the building in the hours and days after a snow/ice event. This does not include the initial cleaning of snow required to open the school.

#### **Direction Received**

- Reports to the Headmaster. Prioritizes own efforts, exercising independent judgment when completing assignments. Takes the initiative to inform the Headmaster when direction is needed.

#### **Management Responsibilities**

- Does not have supervisory responsibility for other staff but may manage contractors.
- Does manage volunteers to accomplish annual projects (students, parents, staff, etc) during the community wide workdays throughout a calendar year.

#### **Communication Skills**

- Effective verbal, written and listening skills
- Skilled at articulating ideas and recommendations

#### **Job Specific Skills**

- High degree of integrity, diplomacy, and resourcefulness
- Strong analytical and problem-solving skills
- Demonstrated organizational skills, attention to detail and accuracy in work

#### **Flexible hours with expected effort averaging 8-10 hours per week.**

- This is a year-round position, with a per hourly rate of \$16, average 50 weeks per year