

Facility Manager

Job Title: Facility Manager

Work Year: Year-Round

Days Off: Five holidays (New Year's Day, two at Thanksgiving, two at Christmas); two weeks of vacation; eight days of sick leave.

Reports To: Administration: Director of Finance & Operations and/or Principal

FSLA Status: Exempt

Salary: To be determined based on skill and experience

SUMMARY: The Facility Manager is responsible for keeping the building and grounds in good working order as to maintain a safe, clean, and healthy environment for students and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following statements of duties and responsibilities describe the general nature and level of work being performed by the leader filling this position. These statements are not an exhaustive list of all duties and responsibilities required by this position.

- Review with Lead Custodian's quality control checks. This includes but not limited to: classrooms, restrooms, hallways, and offices to make sure that trash is disposed of properly, sinks are clean, carpet and mats are vacuumed properly, and restrooms are cleaned, disinfected completely and deodorized. Check several times a day to make sure facility is safe, clean, disinfected, and properly stocked with supplies, particularly the restrooms.
- Inspect, maintain, and manage proper repair of the building and grounds. Make sure all systems are working properly and maintenance requests are responded to timely. Keep an open line of communication with Administration.
- Perform minor repairs to facility and on the grounds as needed, such as repairing chairs and desks, installing light bulbs, light plumbing repairs, inspect the cleanliness of the main entry lobby several times a day.
- Maintain equipment, minor repairs, clean, lubricate and arrange for major service & repairs as necessary.
- Maintain school vehicles by washing, cleaning, minor repairs and keep required maintenance and licensing schedules.
- Coordinate outside contractors that are working in the building and report discrepancies to the Administration. Always make sure they check in and receive a badge at the front desk.
- Maintain playground and play area; inspecting for safety, cleanliness and to keep well maintained.

- Work with Lead Custodian and lunchroom monitors to make sure all trash and food have been disposed of properly, tables and chairs are clean and disinfected, tables have been folded and placed in their storage area, floors are swept and mopped.
- Perform duties associated with building remodeling including carpentry, plumbing, electrical, painting, and other mechanical work.
- Tear down and set up for the “Before and After School Program” as needed.
- Help with occasional room transitions.
- Coordinate with staff for occasional gym reconfigurations for various activities.
- Respond to all maintenance deficiencies as required within code limitations.
- Process internal work order requests as submitted by administrative staff as assigned.
- Work with Lead Custodian to maintain an inventory of suitable supplies, tools, and equipment.
- Ensure all safety rules and regulations are followed to the prescribed measures.
- Maintain clean and efficient operating work area.
- Attend training as required.
- Perform all other duties as assigned by Administration.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Valid Colorado driver’s license
- Criminal background check
- Blood Borne Pathogens required within 6 months after hire
- Lock Out – Tag Out Training within 6 months after hire
- MSDS and Right to Know required within 6 months after hire
- CPR and First Aid certifications required within 6 months after hire

REQUIRED MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE TO INCLUDE:

- Operating knowledge and experience with personal computers and peripherals.
- Operating knowledge and skills in using hand and power tools, equipment, and materials of trades.

The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms, stoop, kneel, crouch, or crawl, talk, hear, and smell. The employee frequently is required to climb or balance. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100. Specific vision abilities required by this job include near and far vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, outdoor weather conditions, and electrical connections. The employee is occasionally exposed to high, precarious places; toxic or caustic chemicals; extreme cold or heat; and vibration. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, instruct, compute, and synthesize. The employee is frequently required to evaluate, use interpersonal skills, compile information, and occasionally required to negotiate.

SUPERVISION & TECHNICAL RESPONSIBILITIES: This position is responsible for the day-to-day supervision of building custodial staff to include: assign tasks, provide training, and audit work performance. The Lead Custodian is to direct and coordinate other custodians to perform required custodial tasks under the supervision of the Facility Manager. The Facility Manager is to coordinate and communicate with outside cleaning vendors any discrepancies from current contract in place and to communicate the same to the Director of Finance and Operations.

BUDGET RESPONSIBILITY: This position has no budgetary responsibilities at this time.