

JOB DESCRIPTION - FACILITIES MANAGER

POSITION SUMMARY:

The Facilities Manager at Legacy Preparatory Christian Academy will be responsible for maintaining the school buildings, grounds and sports fields to ensure that the facilities are suitable for safe operations, and maintained in an attractive and clean condition. The Facilities Manager performs and supervises tasks related to HVAC, electrical, plumbing, security, environmental, safety, custodial and event coordination.

This position requires a team player attitude, excellent interpersonal and communication skills, attention to details and project coordination. This position is full-time. The expectation is five-days per week, 40 hours/week.

MAJOR RESPONSIBILITIES:

1. Manages and performs all work related to the general maintenance of school buildings, portables and sports fields, including but not limited to HVAC, well, plumbing, mechanical, electrical, fire safety, carpentry, equipment maintenance, security, lawn and field maintenance and landscaping.
2. Maintains equipment on school grounds by closely monitoring equipment and completing necessary testing and maintenance as required. Also maintains accurate records of all maintenance repairs.
3. Solicits and analyzes proposals and coordinates with contractors and vendors supplying construction, maintenance, grounds and cleaning services.
4. Coordinates the purchasing of Furniture and Equipment related to the operation of the school.
5. Determines the type, amount and proper delivery of maintenance, grounds and cleaning materials to support the department in efficient delivery of its duties. Occasion light cleaning may be required during school hours.
6. Coordinates and/or lead staff training to improve work quality, ensure safety, or ensure compliance with state/federal regulations and building code requirements.
7. Oversees and provides event coordination. Ensures proper scheduling of set up and take down for meetings, events, programs, sporting events and otherwise as directed.
8. Works with Head Administrator to report problems, solutions, and costs associated. Provides a weekly status update on any pending project.
9. Oversees ongoing construction projects for the purpose of ensuring that construction projects are in compliance and within budgetary limit.
10. Works with Business Administrator to manage annual facility budget and manage school inventory and fixed asset list.
11. Assists in key distribution or card access as requested by Administrator.
12. Regularly inspects school property for areas of concern.
13. Manages relationship with rental tenants as needed.
14. Serves as primary contact for facility related emergencies, which may require evening and weekend work.

REPORTS TO:

Jeana Francis

QUALIFICATIONS:

1. Demonstrate managerial experience and abilities, as well as knowledge of purchasing, supplies, groundskeeping, equipment repair and good craftsmanship.
2. Attention to detail and self-motivated.
3. Ability to execute projects systematically.
4. Must have good organizational and communication skills and work effectively with and collaborate with the Head Administrator, Staff and Board
5. Proficient in computer applications using Word and Excel.
6. High School Diploma with minimum of 3 years experience in facilities management and supervising others.
7. Christian individual that is in agreement with the School's Statement of Faith.
8. Ability to safely lift 50 lbs.

SALARY RANGE:

Starting at \$40,000