



## Facility Manager

Mountain Song Community School (MSCS) is a Waldorf-inspired public charter school serving grades K-8 that incorporates a developmentally appropriate, holistic education to nurture the body, mind, and heart of each student and to foster a sense of wonder, goodness, beauty, and truth in the world.

The school recently purchased the historic Whittier school building from D-11 that it had leased for 9 years. The school was also just awarded a significant capital improvement BEST Grant for a renovation and addition project.

### Job Description Summary

The Facility Manager assumes responsibility for the MSCS campus facilities by overseeing, managing and maintaining all aspects of the facilities and grounds, including school safety and cleanliness.

The Facility Manager brings a business sensibility to 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.

The Facility Manager takes pride in caring for the facility and grounds of a thriving charter school housed in a historic building.

**Reports to:** Executive Director

**Status:** Regular Full-time Exempt

**Salary Range:** \$55,000 - \$65,000 depending on experience and qualifications

**Benefits:** Health insurance, dental insurance, vision insurance, life insurance, short-term disability insurance, retirement plan, professional development assistance

### Essential Duties:

This position is responsible for management, oversight, and maintenance of school facilities and grounds.

- Develop maintenance procedures and ensure their implementation;
- Carry out inspections of the facilities to identify and resolve issues;
- Coordinate all required city and state inspections and maintain inspection records, address and resolve inspection issues;
- Maintain all building records, drawings, AHERA plan, in hardcopy and digital files
- Manage and maintain all building systems including electrical, plumbing, hydraulic and HVAC systems of the building to ensure functionality: kitchen equipment, elevator, signage, fire alarm, exterior lighting, irrigation, building signage, furniture;
- Plan and oversee all repair, installation, warranty activities;
- Monitor equipment inventory and place orders when necessary;



- Ensure compliance with health and safety policies and procedures;
- Manage security and alarm systems, including monitoring by outside vendors; respond to alarm notifications as required; manage building key system;
- Work closely with leadership and serve on Safety Committee to implement the School's Emergency Operations Plan; build relationships with first responders;
- Respond to emergencies and building alarms;
- Oversee facilities and maintenance budget; create and manage Deferred Maintenance Plan.
- Manage grounds maintenance;
- Manage relationships with contractors, vendors, and service providers; Request and review proposals, review and approve invoices and the forward to Business Manager for payment.
- Coordinate facilities needs for events;
- Supervise custodial staff;
- Oversee ordering of all building supplies;
- Keep maintenance logs and report on daily activities;
- Paint facilities as required;
- Coordinate with Owner's Representative and other contractors during renovations and building projects.
- Other duties as assigned.

**Qualifications:**

- High school diploma or equivalent; Degree from a vocational school or BSc/BA in business administration or facility management will be an advantage, as would certifications in facilities management or construction experience.
- Proven experience as maintenance manager or other managerial role;
- Experience in planning maintenance operations;
- Solid understanding of technical aspects of plumbing, carpentry, electrical systems, etc.;
- Working knowledge of facilities, machines, and equipment;
- Ability to keep track of and report on activity;
- 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.

**Physical Demands and Work Environment:**



The physical abilities described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear, is frequently required to stand, walk, sit, use hands and fingers, and is occasionally required to climb, balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and move up to 50 pounds. Close vision is required for detailed work. Required work will take place outside and in a classroom and will frequently be noisy. Working with youth may require exposure to bacterial or viral contamination.

The above statements are intended to be a representative summary of the major duties and responsibilities performed by incumbents of this job. The incumbent may be requested to perform job-related tasks other than those stated in this description. In addition, the incumbent may be requested to occasionally perform other tasks. Coordination and execution of work may require extended or weekend hours.