



Position Title: Facility Manager
Reports To: Chief Operations Officer (COO)
Department: Facilities/Administration
Type: Full Time (year-round)

The Facility Manager manages and maintains the school facilities, physical plant, and vehicles per defined school plans, policies, and budgets.

General Responsibilities:

- Proactively manage the physical plant operation and maintenance of the school and grounds.
- Manage vendor relationships, preventative maintenance agreements and required emergency repairs.
- Work with COO to help negotiate contracts and ensure facility services are adequately executed and terms are followed.
- Respond to daily facility requests from CCS employees in a timely manner, addressing critical needs or emergencies with a sense of urgency.
- Perform a variety of building/grounds maintenance and repairs.
- Monitor the use and inventories of spare parts, maintenance supplies, and school equipment and reorder as necessary
- Manage all facility maintenance within the constraints of the assigned budget.
- Provide a weekly status of facility status and proactively plan for daily, weekly, monthly school event needs.
- Develop, maintain, and report on all OSHA environmental, health, and maintenance standards as required by law. Maintain site compliance for all inspections/audits.

Position Requirements:

- Minimum of 2 years of facility management or equivalent experience in a regulated environment.
- General knowledge of HVAC, plumbing, electrical repair and troubleshooting
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance
- Valid Drivers License
- Basic MS Office skills (Word, Excel, PowerPoint)

Please send resume to Jim Dickman/COO

jdickman@carychristianschool.org