

FACILITIES MANAGER (part-time hourly)

JOB DESCRIPTION

REPORTS TO: The Facilities Manager is responsible to the Head of School for the upkeep of the building and will report to the campus principal for daily maintenance and facility projects.

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Qualifications:

High School diploma

Location:

The City School at Fairmount

DUTIES & ESSENTIAL JOB FUNCTIONS

1) **OVERSIGHT OF BUILDING OPERATIONS**

- a) Work in conjunction with the Building & Grounds Committee to make recommendations to the board regarding special building and or equipment expenditures.
- b) Work in conjunction with the principal to maintain a prioritized list of physical plant projects such as improvements, major repairs, painting, cleaning, etc.
- c) Manage monitoring of building and grounds conditions, ensure appropriate heating and cooling needs, meet with administration and perform basic cleaning and maintenance up-keep
- d) Manage the maintenance and repair of all school buildings, grounds, property and equipment, including carpentry, glass, plumbing, electrical, painting, locksmith services, flooring and carpet care, heating, ventilation, and air conditioning.
- e) Provide risk management, including:
 - i) Maintaining all appropriate building and property insurance coverage, and
 - ii) Detecting and correcting potential risks to persons and property.
- f) Manage all heating systems and controls for maximum efficiency.
- g) Coordinate and manage room and furniture set-up and cleaning for all school functions and special events.
- h) Devise and manage a preventive maintenance system.
- i) Provide for trash removal and re-cycling, and compliance with any applicable City regulations.
- j) Provide for pest and rodent control.
- k) Provide for snow and ice removal, leaves and weeding maintenance.
- l) Coordinate with Facilities Manager
- m) Serve as purchasing agent for all custodial and building and grounds supplies.
- n) Serve as purchasing agent for classroom equipment.

- o) Provide support for audio-visual services, including:
 - i) Maintaining audio-visual equipment for classroom and other uses,
 - ii) Recommending purchases, policies, and procedures regarding audio equipment and services;
 - iii) Maintaining a - v supplies, such as bulbs.

- p) Provide support for telephone system, including:
 - i) Knowledge and maintenance of the telephone system.
 - ii) Making changes in the system configuration as needed
 - iii) Maintaining service contracts and calling for service and calling for service as needed.

2) DIRECT SAFETY AND SECURITY AFFAIRS

- a) Maintain fire protection systems and equipment in proper working order and test periodically, including: Fire extinguishers inspected annually, Security Link smoke detectors, and fire alarm pull boxes.

- b) Be familiar with all relevant fire regulations and coordinate compliance in all school building.

- c) Serve as a member of the school's Emergency Management Team as outlined in the school's Emergency Management Plan.

- d) Schedule and conduct regular fire drills as mandated by law, including: Monthly drills during school year, and Annual drill observed by Fire Department.

- e) Detect and correct hazards to health and safety of employees, students, and visitors, including, but not limited to, those associated with: Asbestos, (as outlined in our Asbestos Management report and Plan), radon, lead in water, sidewalks and schoolyard hazards.

- f) Serve as/or oversee AHERA (Asbestos Hazard Emergency Response Act) Designated Person.

- g) Develop and maintain a working institutional relationship with local police.

Contact: Melissa Sanchez, Principal. By email only at msanchez@cityschool.org.