



## **FACILITIES MANAGER – FAIRMOUNT & SPRUCE HILL CAMPUSES**

### **POSITION DESCRIPTION**

The City School is recruiting for the position of Facilities Manager to serve at our Fairmount and Spruce Hill campuses. The Facilities Manager is the primary staff member responsible for the maintenance, upkeep and facilities needs associated with these two elementary campuses. The Facilities Manager is a full-time role requiring consistent, but occasionally flexible, hours and reports directly to the two campus principals.

### **KEY RESPONSIBILITIES**

- Daily building and grounds maintenance at Spruce Hill and Fairmount campuses
- Provides basic building repairs and janitorial services as needed
- Coordinates outside contractors when appropriate, such as roofing, cleaning services, electrical, HVAC and snow removal
- Opens, closes and coordinates facilities for various school events, such as back to school nights, concerts, and outside renters.
- Maintains school vehicles and serves as a driver when necessary
- Coordinates all building and facilities safety regulations

### **SPIRITUAL LIFE**

- Ability to express and demonstrate a personal relationship with Jesus
- Ability to articulate the Christian foundation/philosophy of the school
- Commitment to personal growth and accountability through church membership
- Openness to kindness and candor in all relationships
- Agree to, by signing, Statement of Faith

### **PERSONAL ATTRIBUTES & SKILLS**

- Understanding of and commitment to urban Christian education
- Reliable work history and general professionalism
- Have own vehicle to travel between campuses and as needed
- Spirit of dedication, graciousness, and willingness to learn
- Excellent organizational, relationship-building, and communication skills
- Ability to multi-task in working towards the overall school goals

### **EDUCATION & EXPERIENCE**

- High school diploma
- General carpentry and facilities maintenance experience, at least two years

Contact (initial applications must include resume and cover letter):  
Dionne Delaney, Office Manager – Fairmount, [ddelaney@cityschool.org](mailto:ddelaney@cityschool.org)