



ST. ANNE SCHOOL

JOB DESCRIPTION

Facilities Manager

The Facilities Manager is responsible for the general oversight, maintenance, and repair of the campus grounds, facilities, and equipment. The Facilities Manager supervises the Custodial and Maintenance departments. The Facilities Manager ensures that the school facilities, grounds, and equipment are maintained and preserved at a high standard of quality to meet the daily and long-range needs of St. Anne School. Safety of all students, staff, parents, and visitors is paramount in this role.

RESPONSIBILITIES:

- Acts as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies, and goals of the School, as well as the decisions made by the Board of Directors and Administrators.
- Insures the health, safety, and welfare of all students.
- Holds in strict confidence all matters pertaining to the School.
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook.
- Attends faculty and administrative meetings as needed.

DUTIES:

- Conduct routine inspections of buildings and grounds for maintenance and custodial service
- Assist in keeping facility, including playground, equip, up to current local, state, and national code requirements for ADA and Energy Conservation Standards
- Seek ways to reduce usage and variances of utilities across the campus
- Supervise and inspect the improvement and renovation work performed by outside contractors, and verifies terms of all such contracts have been fulfilled before authorizing final sign off
- Organize and participate in city/state requirements (Organic recycling, weed abatement, etc.)
- Coordinate with other departments on overlapping areas as necessary
- Minimize downtime by quickly responding to calls and requests and identifying the necessary resources to assign to work orders, problems or issues
- Maintain the Facilities Helpdesk software by maintaining communications and follow-ups with the requestor on status.
- Help establish service and preventative maintenance standards on all equipment and systems
- Maintain proper inventory levels of supplies, materials, and equipment for maintenance and custodial staff
- Oversee and coordinate all necessary arrangements for school and special events as it relates to securing spaces and set-up
- Inventory (and disposal) of furniture, equipment, and chemicals
- Assist in obtaining proposals or bids for work from third-party vendors
- Advise and/or respond to emergencies on a 24-hour basis as needed.

- Other duties as assigned

QUALIFICATIONS:

Education/Experience:

- At least two to three years of managerial and supervisory experience of personnel, material, and equipment.
- Any combination of education, experience, or training that would provide the required knowledge and abilities to perform the essential job functions.

Knowledge of:

- The tools, materials and methods and practices of the building trades; refrigeration, heating and air conditioning maintenance, electrical and plumbing.
- Aptitude and understanding in the areas of plumbing, heating, ventilation and air-conditioning (HVAC), carpentry, refrigeration, electricity, mechanics, remodeling and construction Excellent communication, human relations, supervisory, and management skills

License/Certificate Requirement:

- Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor and outdoor setting; working from heights and within confined spaces, potential exposure to all types of weather and temperature conditions, noise, dust, grease, fumes, heights, and potentially hazardous chemicals, solvents, and oils. Must be able to work a flexible schedule and irregular work hours.

Physical: Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor school campus setting; lift, carry, push, pull or otherwise move moderately heavy to heavy loads; walk long distances around campus; bend, stoop, squat, and reach; climb ladders; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Hours: Twelve-month full time, exempt, (There will be some time you may need to work late and/or weekends.) Schedule C

Reports to: Director of Operations

This is a full-time exempt position. Full medical benefits and pension plan included. Salary is commensurate with experience and education. Please send cover letter, resume, and references to our Director of Human Resources, Melissa Vergara at hr@st-anne.org.