

Clarksville Christian School

Job Description
2018-2019

Title: Facilities Manager

Reports to: President

Overview: The primary goal of this position is to ensure the school's facilities are well-cared for and adequate to support operations. The Facilities Manager will oversee all aspects of maintenance, repair, and overall upkeep of school facilities so that physical resources are available and in good working order at all times. This individual should have a general understanding of plumbing and electrical systems as well as carpentry and other crafts. The maintenance manager will also be well-versed in general maintenance processes as well as health & safety regulations. The ideal candidate will also have aptitude in undertaking administrative tasks such as reporting, budgeting, planning, and supervising staff.

Responsibilities:

- Plan and oversee general repair and installation activities
- Develop maintenance procedures and ensure implementation
- Carry out routine inspections of the facilities to identify and resolve issues
- Allocate workload and supervise upkeep staff (custodian, P/T staff, etc.)
- Check systems of buildings to ensure functionality
- Manage relationships with contractors and service providers
- Keep maintenance logs and report on maintenance activities
- Monitor inventory and place orders when necessary
- Monitor expenses and manage the budget for maintenance/custodial
- Ensure health and safety policies are complied with requirements

Qualifications:

- Basic knowledge of building trades, such as plumbing, electric, flooring, roofing and carpentry
- Experience in and familiarity with maintenance operations and activities
- Knowledge of cleaning/janitorial procedures and practices
- Working knowledge of facilities machines and equipment
- Proven experience as maintenance manager or other managerial role
- Basic computer skills and ability to keep track of and report on activity
- Excellent communication and interpersonal skills
- Possess organizational and leadership abilities
- General knowledgeable of OSHA Safety Regulations
- High school diploma or equivalent; Degree from a vocational school or college in facility management will be an advantage
- Relevant Certifications (HVAC, CPO, CMM, etc.) will be a plus

Send Resume/CV and Letter of Interest to:

Dr. Brad Moser, President
Clarksville Christian School
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