



Facilities Manager

Mission (Purpose and Function): This person will be in charge of the regular upkeep and care of the building, grounds keeping and outdoor maintenance, cleanliness of property, special setup for events on JCS's property.

Responsible to and evaluated by: Principal & School Board Chair of Building and Grounds Committee

Responsibilities

A. General

- Oversees the performance and supervision of all maintenance and cleaning personnel and will carry out supervisory responsibilities in accordance with the organization's policies and applicable laws
- Responsible to review the quality of work performed by the cleaning service and report any concerns as needed
- Assist administration with safety and weather safety drills
- Schedule seasonal contractors (fertilizer, sprinkler system, snow plow, etc.)
- Perform and/or manage preventative maintenance programs (boilers, HVAC, alarms, carpet cleaning etc.)
- Other tasks not listed here may be assigned as necessary

- Requirements
 - Education/Experience: High school diploma or GED and some experience in semi-skilled and skilled building and equipment maintenance, housekeeping, janitorial, and custodial work.
 - Criminal Background and FBI Check: A background check will be performed at the facilities manager's expense.
 - Certificates, Licenses and Registration: Possess valid driver's license with satisfactory driving record. Ability to obtain a Chauffeur License may be required.
 - Communication: Ability to communicate clearly with contractors, supervisors and colleagues. Has a team player mindset.
 - Customer Focus: Proactively develop internal and external (public) customer relationships by listening and anticipating customer needs. Provide solutions giving a high priority to customer satisfaction.
 - Results oriented: Proactively take action to achieve goals and tasks independently, always with a sense of urgency and ownership.
 - Physical Demands: The physical demands described here are representative of those that must be met by the facilities manager to successfully perform the duties of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.
 - While performing the duties of this job, the employee is regularly required to reach with hands and arms. There is a considerable amount of walking involved with this job. The employee is required to stand and sit, use hands to finger, handle, or feel objects or controls; climb or balance; stoop, kneel, crouch, or crawl, and smell
 - The employee must regularly lift and move up to 25 lbs. and occasionally lift more than 50 lbs. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus

Maintenance

- Familiarity with all areas associated with general maintenance of the building
- Familiarity with all maintenance equipment and all mechanical systems in the school

- Responsible for the general maintenance and repair of lighting, hardware, shades, bleachers, walls, floors, ceiling, etc. This is to be accomplished by the facilities manager or by a service contacted by the school (see list of local businesses/contractors JCS partners with).
- Responsible for proper boiler operation (turning on and off for heat in the winter months)
- Responsible for preventative maintenance and ensuring compliance with the state/county (i.e. boiler CSD1, fire suppression, life safety devices, etc.)
- Purchasing and storing any necessary supplies (approval of purchases from principal)
- Getting quotes for large jobs (i.e. carpeting, painting, roofing, furniture, electric, etc.)
- Tell secretary to order paper towel, cleaning products, tissues, and toilet paper

Outdoor

- Lawn care – Spring and fall cleanup, fertilizing (contracted as needed), underground sprinkling (contracted as needed), cutting, edging, and repair
- School grounds upkeep – trim bushes, leaf removal, flower planting, refuse removal, weeding, and tree pruning
- Preparing outdoor ball fields with AD – this involves dirt hauling, shoveling, raking, and dragging before home games
- Setting up soccer goals and lining the ball fields before games
- Monthly check of playground equipment – repair as needed
- Snow removal – keeping sidewalks shoveled and salted. Keeping steps and walks free of snow and ice buildup before the day starts and as required throughout the day
- Daily security of building and campus – visual check of windows and entry/exit doors
- Exterior painting, as needed
- Roof & drain inspection including retrieving balls from the roof that students have kicked/thrown there
- Check entryways and walkways for debris and trash
- Change outdoor security light bulbs and schedules, as needed

Indoor

- Set-up and tear down for scheduled student activities, including athletic events (see Athletic Director for details and game days)
- Daily sweeping, vacuuming, and cleaning, as needed
- Awareness of drinking fountains, toilets, sinks, and ensuring adequate bathroom tissue and toweling
- Check entryways for debris and trash
- Change bulbs, ballasts, and ceiling tiles, as needed
- Keep floors clean and free of trash during the school day
- Check to make sure heating system is operating correctly
- Restocking classroom, office, and workroom supplies, as needed
- Maintain a clean and orderly office, mechanical rooms, bus garage, and material storage areas
- Be aware of the clocks and bells' system- change in schedule, repair, etc. (ie. power outage, Daylight Savings)
- Interior painting, as needed
- Gymnasium floor recoating annually (in summer as needed)

Summer

- Responsibilities during summer and school vacation periods
- Additional directions for the cleaning service crew
- Operations committee list of summer jobs (indoor and out)
- Prepare the building and grounds for fall
- Gym floor waxing
- Oversee large projects (construction, remodeling, restoration, etc.)
- Weeding of flower beds
- Spreading Mulch

Safety

- Security System
- Monitor the driveline area before school (7:55-8:15 am) and after school (3:10-3:30 pm)
- Member of the JCS emergency response committee
- Assist with safety drills during the school year

- Other
 - Teachers/Staff must contact you directly in cases of spills, vomit, accidents, etc.
 - Daily check the master calendar, sports' calendar, gym calendar (rental/events), and e-mail- always communicate with administrative assistant and athletic director
 - Hours: Schedule will be discussed with Principal
 - Hours are subject to change as warranted, especially during the winter
 - Occasional nights and Saturdays will be required as well
 - Vacation time will be taken in conjunction with days off in the school schedule unless pre-approved by the principal. Vacation days do not carry over from year to year. Vacation available:
 - Sick days and paid holidays will be paid in accordance with the school policy book.
 - Facilities Manager should notify principal for vacation days or sick days.
- **Work Period:** September 1- August 31 (year round; summer hours discussed with principal)
- **Remuneration:** Contractual Salary as determined by Principal and Board of Education
- **Additional Training On Campus:**
 - Boiler maintenance: Turn heat on and off
 - Tour of the school: locating tools, machines, equipment breaker boxes, water, etc.
 - JCS Staff Handbook: dress code, personnel expectations, daily/annual school schedule
 - Information about contractors and JCS supporters: who to call or where to go for specific needs