



SUMMIT  
CHRISTIAN  
SCHOOL

## **Job Description**

### **Position: Facilities Manager**

#### **General Purpose**

Support the educational program at Summit Christian School by ensuring that the building is clean and that the building operates as efficiently and economically as possible. Duties will be performed in accordance with the high expectations in place at Summit Christian School and in a manner that is in line with the school's mission and vision.

#### **Position Term and Evaluation**

This position commences on August 1 and concludes on July 31. The position is renewable pending the results of a performance evaluation that will be completed by the administrator.

#### **Qualifications**

- Shall be in good physical condition with no physical limitations precluding lifting up to 50 pounds.
- Good health, high moral character, good attendance record.
- Experience in all maintenance skills including, but not limited to, plumbing, electrical, Heating/cooling systems, and carpentry.
- Ability to supervise employees and utilize the resources available

#### **Main Job Tasks and Responsibilities**

1. Establish a preventative maintenance program for the building and grounds to which the individual is assigned.
2. Demonstrate an ability and willingness to perform any and all maintenance duties necessary for effective building operation.
3. Demonstrate and promote good safety procedures.
4. Demonstrate an understanding of any and all applicable regulations including, but not limited to, environmental health, fire and safety, and AHERA.
5. Maintain inventory records and make recommendations for needed supplies, equipment and repairs.
6. Assist the building administration in promoting a safe and healthful school environment by performing the following duties:
  - Develop with the assistance of the administrator a work schedule for himself/herself and all helpers in the building; keep a schedule or work according to a systematic plan for cleaning, heating/cooling, ventilating, and maintaining the building so that in case of absence a substitute may carry on the duties. After approval by the administrator, a copy of such timed work schedule shall be posted in the boiler room and

one filed with the building administrator. This schedule should not be varied except in cases of emergency or immediate need.

- Unlock front door for opening of school and unchain doors leading to the modular. Keep all doors leading to exits to fire escapes free from impeding material and all outside doors locked during school hours. See that all windows, outside doors, and gates are properly closed and locked at night.
- See that the building is opened and closed for all scheduled activities.
- Help teach conservation of all supplies including electricity, gas, and custodial supplies and a schoolwide "good housekeeping" attitude.
- Recommend to the administration needed maintenance supplies and equipment and help in the development of the annual budget.
- Receive and sign for all custodial supplies delivered to your building. The receipted delivery slips shall then be given to the administrator.
- The purchase of supplies and equipment shall be approved by the administrator.
- Keep an inventory of and be responsible for all tools, equipment, and supplies.
- Be vigilant at all times and promptly report to the administrator any defacement, damage, or injury done to school property, together with the name of the offender, if known.
- Make such ordinary repairs as do not require the services of a skilled mechanic. Materials for such repairs will be furnished by Summit Christian School.
- Supervise and assist in the care for the school grounds, buildings, fences, walks, shrubbery, and shade trees on or about the school premises.
- Oversee the daily cleaning and upkeep of the building.
- Prepare a schedule for and oversee the thorough cleaning of the school building during Christmas, spring, and summer vacations.
- Ensure the regular service of heating/cooling systems, motors, ventilating and exhaust systems, and other devices as often as needed to maintain such equipment in good working order.
- During the winter season, keep the steps and all walks about the premises free of ice and snow. Keep these areas swept in other seasons.
- Periodically and thoroughly inspect building in regard to fire hazards- be particularly careful in storing flammable materials and see that "out of the way" places are free from flammable dust and debris.
- Oversee the care and custody of the flag(s) and be responsible for the proper preservation of the flag(s); raise the flag over the building in accordance with the laws of the State of Ohio and of the United States and upon instruction from the administration.
- Assign duties for and supervise the custodial help.

**Other Duties and Responsibilities:** May include, but not be limited to those tasks listed below:

1. Demonstrate an ability to train new personnel with regard to the essential functions as well as additional functions of the job to which the individual is assigned.
2. Perform other such related duties as may be assigned from time to time by the immediate supervisors.

### **Education and Experience**

- **minimum education level:** high school diploma or equivalent
- demonstrated effective time management
- proficient written and verbal communication skills
- prior experience highly recommended

### **Key Competencies**

- professional dress and attitude
- servant's heart
- steadfast spirit
- collaboration
- planning and organizing
- attention to detail
- information collection and monitoring
- problem analysis, solving and mediation
- confidentiality
- integrity
- initiative