

# FACILITIES MANAGER

The Facilities Manager implements the school's mission, goals and philosophy. The Facilities Manager reports directly to the Head of School and has a consultative relationship with the Director of Finance, Director of Advancement, Director of Enrollment Management and Principal and is accountable to the School Board.

## POSITION RESPONSIBILITIES

### Facilities Maintenance and Repairs

- Coordinates/oversees school plant/facilities maintenance.
- Coordinates/oversees a preventative maintenance program.
- Coordinates/oversees work orders for school repairs, maintenance and landscaping needs.

### Security/Safety

- Coordinates and oversees security of the plant/facilities including the distribution and maintenance of the key system.
- Coordinates, schedules, and supervises security officers on school days and for extra-curricular and rental events.
- Coordinates and oversees the process for visitor check-in and screening.
- Coordinates and oversees the locking and unlocking of the building, exterior gates and athletic facilities on a daily basis and on weekends as needed.
- Coordinates and oversees compliance with building fire code, including fire drills with the Dean of Student Life.
- Coordinates and oversees faculty/staff training in First Aid, Safety, CPR, AED's, COVID protocols and other needed areas.
- Coordinates and oversees the reporting of on and off-campus accidents of students, faculty and staff.
- Coordinates and oversees the safety and supervision of the weight room and all other athletic areas with the Dean of Student Life and Athletic Director.
- Coordinates and oversees compliance for required annual testing, including but not limited to gas and asbestos testing.
- Coordinates health and safety procedures.
- Coordinates/oversees the writing, revision and implementation of the Emergency Response Guide/Crisis Plan

### Daily School Activities

- Maintains calendar of daily school activities including building and campus usage (athletic events, plays, etc.).
- Coordinates and supervises cafeteria, gym, hall and parking areas with the Dean of Student Life.
- Coordinates, schedules, and oversees the transportation needs of the school.

- Coordinates and oversees the use of all audio visual equipment needs of the school.
- Coordinates and oversees faculty/staff, student and visitor parking.

#### **Financial Coordination**

- Maintains calendar of building rental and contract file.
- Coordinates and oversees the bid process for all plant needs to include three bids and checking for bonding and insurance as needed.
- Coordinates and reviews contracts with vendors for services, including custodial, security, and cafeteria services, rendered to the school with the Director of Finance.
- Oversees and prepares budgets for maintenance program and capital improvement projects.

#### **School Administration**

- Oversees and manages all staff positions associated with the school facilities.
- Holds and coordinates regular department meetings with staff as needed.
- Facilitates setting of annual department goals and objectives
- Participates in the Accreditation process and in writing the School Improvement and Strategic Plans.
- Assists in the annual review of Faculty/Staff and Student/Parent/Guardian handbooks.
- Coordinates and oversees all department, athletic and school inventories.
- Performs other duties as requested by the Head of School.

#### **School Board/Committees/Planning**

- Prepares plant/facilities report for the Head of School and School Board on a monthly basis.
- Attends all Plant Committee and School Board meetings
- Works with the Plant Committee chair to assure that a plant committee agenda and minutes are distributed to all members and a plant committee file is kept and archived.
- Updates regularly the plant/facilities portions of the school strategic plan.
- Oversees and ensures the development and implementation of plant/facilities short and long term goals and plan.

To apply visit <https://www.stpiusx.org/about-us/employment> and select the Facilities Manager position.