



Position: Assistant Facilities Manager  
Reports to: Facility Manager and General Manager  
Member of: Year Round Staff

The Assistant Facilities Manager position is responsible for assisting with overall facility maintenance.

**Employment Type:** Full-time, non-exempt, benefits eligible

**Hours/Compensation:** \$20.00/hour for 30-40 hours/week typically between 7am and 4pm. Minimal overtime

### **Responsibilities and Duties**

#### **Assists Facility Manager.**

- Supports Facility Manager with building setups and tasks requiring two workers
- Escort outside contractors executing projects during school hours
- Provides backup coverage for Facility Manager for operations
- Has flexibility to be available after school as needed for events

#### **Training in at least one skilled trade preferred.**

- Plumbing, electrical, HVAC, carpentry, masonry, landscaping, or auto mechanic

#### **Assists with maintenance, upkeep, and security of all areas of campus.**

- Daily walkthrough to inspect facilities and security
- Strategically address repair requests on a daily basis

#### **Maintain accurate records and communicate clearly.**

- Communicate with facilities manager, staff and faculty regarding repair status
- Schedule and prioritize jobs and responsibilities
- Receive deliveries of supplies and maintain inventory

#### **Work with school leadership to execute summer projects.**

- Perform annual maintenance including painting, floor waxing and repair
- Move furniture and materials for classroom and office moves

#### **Active employee.**

- Position is considered heavy work and involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds.
- Position entails use of a ladder in the building, outside, and on roof
- Work in outdoor conditions to clear ice and snow