



Position: Facilities Manager  
Reports to: General Manager  
Member of: Year-Round Staff  
Job type: Full-Time Hourly, 40 Hours/week

The Facilities Manager supports the school by working closely with the Dean of Students and Parents, Business Manager, Director of Operations and Events, Head of School, faculty, and staff to maintain a safe and comfortable learning and work environment for our faculty, staff, and students.

### Responsibilities and Duties

This position is responsible for overall facility maintenance including:

### **Maintenance, upkeep, and security of all areas of campus.**

- Daily walkthrough to inspect facilities and security
- Strategically address repair requests on a daily basis
- Repair electric, plumbing, carpentry, and HVAC
- Oversight of the HVAC system - maintenance, repairs, and daily operations
- Oversight of security system and building lock up
- Primary contact for burglar and fire alarm

### **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
- Responsibility for boilers and electrical

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

- Communicate with staff and faculty regarding repair status
- Schedule and prioritize jobs and responsibilities
- Develop documentation of all vendors and building systems.
- Document maintenance and condition of the building
- Maintain inventory of tools and equipment



Receive deliveries of supplies and maintain inventory

Coordinate and supervise work of all contractors/vendors.  
Oversight of groundskeepers – landscaping and snow removal.  
Oversight of all extermination services.  
Daily oversight of the cleaning company and day matron.  
Schedule and supervise contractors as needed

Set up for all events that occur at the school.  
Meet with school leadership to review event schedules  
Chair and table set up and tear down  
AV set up for events  
Adjust temperature  
Arrange for clean up and trash removal

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

Supervise summer help  
Organize and execute schedule  
Perform annual maintenance including painting, floor waxing and repair  
Move furniture and materials for classroom and office moves

### **Manage health and safety building measures**

Coordinate yearly visit with Fire Marshall and fire department  
Work with administration to conduct fire drills and other safety drills  
Oversee village compliance issues and neighborhood relations

### **Qualifications and Skills**

Proven success in management of processes and procedures  
Ability to prioritize and adapt to changing circumstances  
Able to work independently and seek assistance when needed  
Knowledge of all aspects of maintenance including, electric, plumbing, carpentry, and HVAC.  
Asbestos certification required; training provided.



## **Personal Professionalism**

- Handles challenges with optimism
- Completes work well and in a timely manner
- Responds to emails and requests in a timely manner
- Uses a calendar to schedule work time
- Uses computer programs and platforms with proficiency
- Maintains accurate records
- Upholds school policies
- Maintains confidentiality and discretion with students, colleagues, and parents
- Interacts professionally with parents and colleagues
- Maintains order in workspace
- Cares for school property
- Arrives to work on time, ready to begin with calm
- Dresses professionally
- Cares for personal well being

## **Contributes to the Willows Community**

- Takes a big picture perspective to promote the good of the school
- Actively participates in supervision and evaluation.
- Reflects on work with a spirit of continuous improvement
- Seeks opportunities to grow and develop professionally
- Initiates dialogue (seeks feedback, offers insights) with supervisor(s) and school leadership
- Contributes to discussions and work during meetings and inservices