



### ***Facilities Manager – Summary Job Description***

The position of Facilities Manager is a full- or part-time salaried position, reporting directly to the Head of School.

#### **Qualifications:**

##### ***I. Personal***

- A. Have received Jesus Christ as personal Savior and Lord, be active in a Bible-believing church, lead a holy life, and display Christian maturity, as a positive example to others in personal conduct and Christian walk
- B. Agree with and support Cornerstone Community School's Statement of Faith

##### ***II. Education/Experience***

- A. This position requires a working knowledge of various maintenance functions and systems such as boiler systems, electrical components, general plumbing, HVAC, and carpentry as evidenced by a period of on-the-job training
- B. This position requires a high school diploma or equivalent with basic mathematics and computer skills
- C. Other helpful experience included industrial cleaning (scrubbing and waxing floors manually or with machines) and painting

##### ***III. Licensure/Registry/Certification***

- A. Valid state of Ohio driver's license
- B. Boiler certification/license is desirable

##### ***IV. Technical Skills***

- A. Experience in a maintenance-related field with emphasis on general maintenance and repair
- B. Possess general knowledge of the proper use of various hand and power tools and general equipment repairs
- C. Possess knowledge about commercial cleaning procedures, including selection of cleaning agents, safety issues and disinfection
- D. Possess basic computer skills for data entry and information collection

##### ***V. Organizational Skills***

- A. Demonstrate an ability to set priorities and meet deadlines
- B. Work with and coordinate plans with the Head of School concerning building plans and projects

- C. Maintain files for equipment manuals, technical bulletins, work done and maintenance
- D. Demonstrate initiative and an ability to be pro-active
- E. Maintain a high standard of effort and workmanship which should be reflected in the building of CCS
- F. Maintain a neat and orderly maintenance office, storage areas and supply closets

#### ***VI. Communication Skills***

- A. Demonstrate the ability to be a team-player, interfacing with others in the school such as administration, teachers, parents, volunteers, vendors, salespeople, community and students
- B. Present a “customer service” attitude
- C. Be able to read and understand basic directions and written communication
- D. Be able to organize, schedule and oversee other custodial personnel

#### ***VII. Physical Demands***

- A. Perform duties that require a full-range of motion
- B. Lift and/or move up to 80 pounds, pursuant to safely moving equipment and supplies as needed
- C. Work under conditions that might include extreme heat, cold, height, space limitations and wetness

### **Responsibilities:**

#### ***I. Building Oversight***

- A. Open the building in the morning. Attend to security, check the utilities, turn on lights, unlock appropriate doors, clear snow from sidewalks, and salt, if necessary
- B. Select and order all cleaning supplies and maintenance materials
- C. Work closely with the Head of School, maintaining a list of projects, needs and budgets
- D. Work closely with the Head of School, concerning all building rentals and maintenance costs
- E. Work closely with the school activity calendar concerning set-ups and tear-downs (i.e. lunch tables, chapels, sound equipment, special events and/or meetings, and any rentals)
- F. Keep informed of safety requirements (OSHA and other building regulations). Report safety, sanitary and fire hazards to appropriate personnel. Maintain files on all chemicals used within the building
- G. Learn the appropriate procedures for dealing with the security system, fire alarm, and other building-related emergency equipment.

#### ***II. Work with contracted services that may be needed to assist with the maintenance of the building***

- A. Roofing and gutter maintenance
- B. HVAC repair

- C. Boiler and plumbing
- D. Electrical, security and fire
- E. Pest control
- F. Trash removal

***III. Establish plans and priorities concerning the following:***

- A. Carpeted areas—vacuuming, cleaning, spot removal and maintenance
- B. Tiled areas—sweeping, mopping, stripping, waxing and burnishing
- C. Restrooms—daily cleaning and disinfecting, periodic deep cleaning
- D. Classrooms—daily cleaning and periodic deep cleaning
- E. Gym, Cafeteria and Kitchen—daily cleaning and periodic deep cleaning
- F. Offices—daily cleaning and periodic deep cleaning
- G. Exterior—walkways and doorways
- H. Custodial areas—daily cleaning and periodic deep cleaning
- I. Windows—weekly cleaning of main entrance windows and periodic cleaning of rest of windows in building
- J. Trash—emptied daily and as needed
- K. Equipment and furniture—repair and testing as needed
- L. Playgrounds—repair and testing as needed

***IV. Other/Misc.***

- A. Oversight of maintenance personnel
  1. Outline list of duties and expectations of other maintenance personnel, with approval from the Head of School
  2. Maintain a communication log with evening cleaning custodian
  3. Daily supervise and support other maintenance personnel
- B. Other duties as assigned by the Headmaster