



Facilities Manager

2021

To apply, please complete a “General Employee Application” found on our website: [EMPLOYMENT PAGE](#).

OVERVIEW

Job Title: Facilities and Maintenance Manager

Reports To: Principal

Position Status: Full Time (12-month Contract), Salaried Employee

Pay Structure: starting pay range based on experience

Benefits: Paid Vacation, Health, Dental, Vision, 401 Retirement

Start Date: As soon as possible

JOB DESCRIPTION

We are looking for an experienced **Facilities Manager** to oversee all building and grounds-related activities. This position is responsible for preserving the good condition of infrastructure and ensure that facilities/grounds are safe and well functioning. This person must be reliable and have an excellent eye for detail, and be highly organized. They must have technical skills and knowledge of various crafts such as carpentry, electrical, plumbing, etc. Leadership and knowledge of administrative tasks such as scheduling are also essential.

The ideal candidate will be well-organized and able to optimize the use of space and equipment while reducing operating costs. Leadership abilities and exceptional efficiency is a crucial requirement.

The goal is to ensure our business’s accommodation is problem-free and safe so that students, employees, and visitors can work and learn under the best conditions.

REQUIREMENTS

- Proven experience as facilities/maintenance manager or relevant position
- Well-versed in technical/engineering operations and facilities management best practices
- Knowledge of basic accounting and finance principles
- Excellent verbal and written communication skills
- Excellent organizational and leadership skills
- Good analytical/critical thinking
- Experience or educational training for facility management, engineering, business administration, or relevant field
- Proven experience as a maintenance supervisor or similar role



- Strong technical knowledge of all building systems (electrical, heating, etc.)
- Knowledge of health & safety practices and regulations
- Relevant professional qualification and certifications (e.g., CFM, CMRP, or HVAC certified) will be an advantage
- Have, or be able to obtain, a Small Water System “S” type Certificate
- Have, or be able to get a CDL
- An eye for detail
- Computer savvy

RESPONSIBILITIES

- Supervise all staff facilities staff (custodians, technicians, groundskeepers, etc.) and external contractors
- Collaborate with team to create weekly/monthly maintenance schedules and allocate work
- Contribute to the development of maintenance/facility budget and ensure compliance
- Participate in coordination of projects (e.g., renovations)
- Recruit, supervise, and train maintenance technicians and volunteers
- Keep financial and non-financial records
- Ensure adherence to quality standards and health and safety regulations
- Inspect facilities and buildings’ structures periodically to determine problems and necessary maintenance
- Inspect and maintain building systems (heating, ventilation, etc.)
 - Monitor inventory of materials and equipment
 - Review utility consumption and strive to minimize costs
 - Inspect to determine the need for repairs or renovations
 - Plan and coordinate all installations (telecommunications, heat, electricity, etc.) and refurbishments
 - Hire and supervise tradespeople during installations, repairs, or maintenance (electricians, plumbers, etc.)
- Manage the upkeep of equipment and supplies to meet health and safety standards
 - Ensure a safe, organized, and clean working environment
 - Ensure all chemicals and liquids are stored in compliance with industry standards