



Job Description

POSITION: Facilities Manager

UPDATED: 2008

STATUS: Full-time

YEARLY TERM: 12 months

REPORTING RELATIONSHIPS

Supervisor: Business Manager

Supervisor Of: Contracted Services as indicated below

RESPONSIBILITIES:

General: This management level position assures the optimal functioning of Trinity School's building systems and grounds, including mechanical, fire/life safety, elevators, landscaping, etc. May oversee contractors for facilities renovation projects entailing HVAC, electrical, plumbing, landscaping, etc. May need to perform certain equipment and facilities repairs, as needed. Relies on experience and judgment to plan and accomplish goals.

Specific responsibilities include (but are not limited to) the following:

- Supervises and coordinates all maintenance service and repairs pertaining to buildings and grounds, fleet, and related equipment.
- Implements all maintenance and general procurement of materials and parts; schedules installations and oversees that such repairs are accomplished in a safe and timely manner.
- Formulates and implements preventative maintenance programs for utility systems, equipment, and building maintenance.
- Maintains accurate records with regard to annual inspection of equipment and general preventative maintenance including rotational work assignment and over-time allowances.
- Responsible for the departmental budget.
- Ready to serve the emergency needs of the school 24 hours a day, 7 days a week.

QUALIFICATIONS

- Considerable knowledge and experience of heating and air conditioning systems, electrical systems, plumbing, building and grounds maintenance, and equipment repair.
- Strong communications skills; demonstrated ability to build strong working relationships.
- Ability to meet with service contractors and vendors regarding the negotiation of contracts, agreements, and guarantees.
- Ability to set priorities and make appropriate decisions on repairs or assignments contingent upon availability of parts and manpower.
- Ability to be physically active from light to medium type of work.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals.
- Ability to write routine reports and correspondence.
- Ability to do basic building related repairs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Good knowledge of PC operations and software (Word processing and spreadsheet) are required. Good typing skills are also required.

EDUCATION and/or OTHER REQUIREMENTS

- Completion of an Associates Degree in engineering is preferred, but may be substituted by progressive equivalent job experience.
- Experience should include a well rounded background and knowledge of HVAC, electrical and plumbing systems and carpentry.
- Previous facilities management experience coupled with associated training is a plus.
- Displays a willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decision.
- Able to prioritize and plan work activities; uses time efficiently; able to organize or schedule other people and their tasks.
- Must be able to lift and/or carry objects weighing up to 50 pounds and occasionally lift and/or carry objects weighing up to 75 pounds.