

FACILITIES MANAGER JOB DESCRIPTION

Job Title: Facilities Manager
Position Type: Staff, Non-exempt, 12-month
Reports to: Headmaster
Salary: Hourly, paid monthly
Hours: 10-20 hours per week

Whitefield Academy is a classical Christian School for students Pre-Kindergarten – 12th grade. We are a nondenominational, private, day school accredited by the Association of Classical Christian Schools (ACCS).

Requirements

- Committed Christian and active member of a Protestant evangelical church able to affirm school's biblical, faith, and ethical standards
- Skilled in basic repairs and maintenance

Portrait of a Facility Manager

Staff at Whitefield Academy are passionate evangelical Christians who love Christ, are joyful, encouraging, nurturing, have a happy disposition, and exude love for children. They are calm in tone, action, and decision making. The Facility Manager will be a self-starter who sees and addresses problems, is good at working with and motivating volunteers, and can work well with vendors.

Critical Performance Competencies

- Adhere to biblical standards in all areas of conduct
- Positively support the school's policies and practices and work collaboratively and professionally
- Truthful, positive, and purposeful when communicating with others
- Able to use strong written and oral communication skills to transfer thoughts and express ideas
- Flexible and adaptable in dealing with new, different, or changing requirements
- Maintain confidentiality and security of information
- Hold self and others accountable to accomplish results
- Effective in handling multiple concurrent tasks, with demonstrable administrative skills
- Familiar with Microsoft Word and Outlook and able to learn and work with the school's integrated data-based software package as needed (FACTS/RenWeb)

Specific Duties and Responsibilities

- Prioritize, schedule and complete work requested on Maintenance Requests
- Update and maintain Maintenance Request log
- Coordinate work projects with the Maintenance Manager
- Attend Building & Grounds Committee meetings (once per month in an evening)
- Participate in School Work-Days
- Oversee maintenance projects as needed
- When work requires the services of a professional, hire vendor, obtain W-9 and COI, schedule work and oversee to completion
- Coordinate summertime classroom furniture moving days
- Evaluate storage needs on campus
- Work with the Purchasing Manager to order necessary items

Professionalism:

- Consistently and joyfully demonstrate excellence in work, punctuality, speech, attitude, dress, and attention to administrative duties
- Cooperate with administration in annual evaluation
- Cheerfully comply with all applicable policies in the Staff Handbook and with all administrative directives

Disclaimers

Whitefield Academy is an equal opportunity employer and is required by law to perform background checks on selected qualified candidates. All employees of Whitefield Academy must agree to carry out their responsibilities in a manner that is consistent with Whitefield Academy's Mission Statement, and Staff Handbook, and conduct themselves in a manner consistent with Biblical standards, especially as summarized in Whitefield Academy's Statements on Faith and Practice.

The above job description describes the general nature and level of work being performed; it is not to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Job requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees and students.