

Position: Facilities Manager

Status: Full-Time, 12-month employee

Start Date: Immediately

Job Summary:

Plan, schedule, assign and manage the work of custodians, grounds and maintenance personnel assigned to the school. Reporting to the operations manager, the facilities manager will collaborate with administrators and staff (including CF staff) to promote operational excellence, foster professional and spiritual growth, and advance the school's mission of supporting parents in preparing students to embrace Biblical truth, strive for academic excellence, and model Christ-like leadership that will impact their world for Christ.

Essential Duties:

- Serve as the first main point of contact for Maintenance, TCS Grounds and Custodial.
- Arrange for necessary repair work by vendors and maintenance personnel; contact vendors by telephone/email as necessary; inspect and review work performed to assure school standards are met.
- Oversee Rock ticket system and prioritize accordingly. Contact Trinity CF facilities individual for support when absolutely necessary
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Oversee the work of grounds keeping personnel engaged in maintenance and care of trees, shrubs, lawns and athletic fields.
- Confer with school administrators in planning maintenance and cleaning of school campus.
- Order custodial supplies and materials needed to maintain school; direct delivery and warehousing of all school supplies.
- Assist the school operations team with programs, systems, and other operations-related tasks.
- Assist in preparing weekly operations updates to School Operations Manager.
- Assist with purchasing and inventory management.
- Distribute daily correspondence to the operations team.
- Maintain positive parent and staff communication.
- Assure that all safety requirements are followed by crew(s).
- Respond to emergency call-backs during off-duty hours.
- Schedule and manage special projects during school closures times.
- Estimate time and materials on a wide variety of activities.
- Support with all emergency drills.
- Perform any other duties as assigned.

Job Requirements:

- A High School Diploma or its equivalent supplemented by four years of responsible experience in the building maintenance trades including at least one year of lead or supervisory experience. School and/or ministry experience is desirable, but not required.
- Strong organizational, analytical, and interpersonal skills

- Microsoft Office, computer skills preferred
- Ability to read, write, speak, and understand the English language fluently
- Ability to demonstrate, uphold, and promote, in daily interactions, a commitment to the school's mission, vision, civic virtue and the moral character the school embodies.
- Employment is contingent upon a clear fingerprint and criminal history record

Education Requirements:

- High school diploma or GED

Work Schedule:

Monday-Friday 7:30 a.m.-4:00 p.m.

Full-time (40 hours/week); however, will be required to work evening events (student performances, etc).

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