JOB DESCRIPTION: FACILITIES MANAGER

Primary Function
The Facilities Manager will work to maintain a safe, healthy, and beautiful campus that is consistent with Waldorf ideals and supports the educational mission of the school. The Facilities Manager will provide:

- Regular maintenance of the school buildings, parking lots, equipment, and grounds
- Management of security systems and oversight of emergency procedures and drills
- Compliance with all applicable safety and regulatory standards
- Light repairs around the campus
- Supervision of site-related projects for the various trade workers such as HVAC, carpenters, electricians, plumbers, painters, landscapers, etc. and as well as providing technical guidance to faculty, staff, and volunteer workers
- Management of long-term site planning

The position is salaried and includes partial tuition remission. The position is 30 hours per week, primarily during school hours but occasionally on weekends, school holidays, or evenings as facility needs require.

Qualifications
The Facilities Manager should be in harmony with Waldorf school philosophy and its educational principles, techniques and methods. The Facilities Manager should be friendly, warm, and courteous with strong listening skills and be personable and professional on the phone and when greeting people on campus. Priority will be given to candidates with a strong interest or background in expanding and supporting initiatives related to diversity and equity.

This position requires the ability to prioritize and multitask, take initiative, and work independently without close supervision as well as part of a team. It requires strong organizational skills and the ability to handle short periods of high volume work often in a distracting environment. Three or more years of work-related experience, such as property management, building trades, or project management, preferably in education or non-profit; or equivalent is desired.

Requirements
- Ability to communicate effectively & courteously, with parents, students, school personnel, and contractors
- Ability to develop and maintain an efficient workflow
- Ability to analyze, prioritize, and solve problems
- Ability to gather data, compile information, and prepare reports
- Knowledge of building codes, permitting processes, and municipal/state code enforcement
- Knowledge of standard practices, materials, tools, and terminology of building trades and basic building trade skills, such as carpentry, electrical, and plumbing
- Ability to operate a variety of tools and power equipment
- Ability to walk, stand, maintain balance, climb ladders, crouch, lift up to 50 pounds, bend, stoop, and reach above shoulder level
- Ability to work in a variety of environmental conditions
- Computer proficiency, specifically experience with Microsoft Office programs including Excel, Google Sheets
Responsibilities

- Work with Business Manager to prepare and maintain annual budgets for maintenance, repairs, and cleaning. Provides detailed budget recommendations to address ongoing operational maintenance needs for the school.
- Manage all maintenance contracts and cleaning schedules (i.e. grounds/lawn maintenance, snow removal services, septic, water testing, etc…)
- Manage an annual calendar for routine preventative maintenance, safety checks, and legal requirements for all school systems (including water, furnace, septic, fire safety, seasonal grounds services, lead and asbestos inspections, etc…)
- Maintain safety records, including, OSHA, container labels, lead and asbestos management plans
- Evaluate and manage required maintenance and repairs to grounds, buildings, fixtures and furnishings; determine the most effective means of completing those tasks (by doing the work, contracting for professional services, or recruiting volunteers); supervise and inspect any work performed by outside contractors, and verify that the terms of all such contracts have been fulfilled before authorizing final payment
- Sit on the CAST Committee and work with appropriate bodies to prioritize and manage the purchasing of new equipment
- Maintain inventory of supplies, materials and equipment needed for maintenance and custodial work.
- Respond to emergencies on a 24-hour basis as needed
- Manage keys and security systems (pin pads, fobs, door schedules etc…); facilitate site-related orientation for all new employees
- Maintain emergency procedures, including annual review with employees and conduct regular drills (fire, lockdown)
- Ensure compliance with town and state requirements (including the Department of Health, water testing, etc…)  
- Ensure compliance with fire codes and schedule annual inspections with Fire Marshal (includes emergency light and alarm tests)
- Provide direction to faculty and staff on health, safety, and security issues that arise
- Attend administration meetings and faculty meetings
- Member of the Buildings & Grounds Committee, Cleaning Committee, CAST Committee, Safety Committee

Accountability

The Facilities Manager will comply and keep up to date with school policies, reports to the Business Manager and is accountable to the Board. The Facilities Manager will participate in regular administrative staff meetings also attend faculty meetings and Grades or EC meetings when necessary. The Facilities Manager is a part-time position and will be reviewed quarterly as outlined in the Staff Development guidelines.

Housatonic Valley Waldorf School is an equal opportunity employer. We do not discriminate based on religion, national origin, color, race, sex, gender identity or expression, sexual orientation, or physical disability in our programs and activities or in our hiring, admissions, financial aid, or scholarship practices and policies.

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