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Facilities Manager Job Description

Position Overview

The Facilities Manager maintains, improves, and protects our facility to ensure that it is a suitable environment for the comprehensive Academy program. Reporting directly to the Associate Head of School for Operations, and working in communication with the Director of Finance and Operations and the Custodian, the facilities manager coordinates all maintenance activities. The ideal candidate will be organized, creative, task-oriented, comfortable with the physical demands of this role, and appreciative of being part of a school community.

Specific Responsibilities

- In charge of organizing, maintaining, and repairing all the facilities, equipment, and systems of The Academy's physical plant.
- Identify and prioritize tasks and activities involved in day-to-day plant operation
- Carry out or coordinate all painting, plumbing, heating, electrical, and carpentry work
- Maintenance of exterior and interior surfaces, including walls, floors, ceilings, siding, roofing, lighting, tiling, cabinetry, furnishings
- Maintenance of outdoor property, including sports fields, court yard, walkways, driveway, parking lot, flower beds
- Maintenance of kitchen appliances, including sanitizer and walk-in refrigerator
- Ensure scheduled maintenance and proper functioning of school vehicles and school safety systems
- Open the buildings by 7:30 AM and prepare campus for the school day
- Additional facility preparation or breakdown as needed, particularly before and after significant school events

Starting Date: As soon as possible

Status: Part or Full-Time, 30-40 hours per week

To apply: Send cover letter, resume, and references to John Schatz, Associate Head of School for Operations at jschatz@charlemont.org or visit www.charlemont.org/employment