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1359 Route 2 • The Mohawk Trail • Charlemont, MA 01339 • 413.339.4912 • Fax 413.339.4324 • [www.charlemont.org](http://www.charlemont.org)

## **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 Co-Head of School for Operations, and working in communication with the Director of Finance and Operations, 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
- Ensure campus is prepared for each 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, 24-40 hours per week

**To apply:** Send cover letter, resume, and references to John Schatz, Co-Head of School for Operations at [jschatz@charlemont.org](mailto:jschatz@charlemont.org) or visit [www.charlemont.org/employment](http://www.charlemont.org/employment)