



## Facilities Manager

Full Time/Year Round

### Benefits

State of SC PEBA health & retirement benefits, paid time off and priority enrollment status for children of employees.

### Description

Under general supervision of the Director of Business Operations & Human Resources, the Facilities Manager ensures the safety, functionality, and cleanliness of all school facilities and grounds. This role involves overseeing building and grounds maintenance, supervising the custodial team, conducting routine safety inspections, coordinating with contractors, and supporting school events. The Facilities Manager also provides direct support to classroom teachers for furniture and equipment setup and maintenance, while promoting stewardship of the school environment among staff and students.

### Duties

- **Building and Grounds Maintenance:**
  - Oversee all aspects of building and grounds maintenance, including lawn care, pest control, trash removal, recycling, and management of groundskeeping contracts.
  - Ensure that all school furniture, fixtures, and equipment are in good working order, coordinating repairs and replacements as necessary.
  - Maintain accurate records of maintenance activities, including safety inspections, equipment repair orders, and inventory.
- **Custodial Team Supervision:**
  - Supervise and train custodial staff, developing and assigning work schedules, and maintaining timecards.
  - Set clear expectations for cleanliness and maintenance, ensuring the school environment meets high standards of safety and hygiene.
  - Oversee the preparation and cleanup of facilities for school events, ensuring that custodial staff provide timely and effective support.
- **Safety and Emergency Preparedness:**
  - Conduct regular inspections of the school facilities to ensure compliance with safety regulations and address any identified hazards promptly.
  - Act as the primary contact for emergency maintenance issues and liaise with the Beaufort County School District as needed.
  - Develop and implement emergency preparedness plans, including conducting drills and coordinating with local authorities.
- **Sustainability and Environmental Stewardship:**
  - Implement and promote environmentally friendly practices within the school, focusing on energy conservation, waste reduction, and sustainable resource use.

- Ensure campus maps and signage are clear, current, and relevant to facilitate accessibility and safety.
- **Technical and Administrative Duties:**
  - Perform basic maintenance tasks, including repairs to HVAC, lighting, plumbing, and other systems as needed.
  - Read and interpret blueprints and technical manuals to guide maintenance activities.
  - Manage custodial supplies and materials, ensuring that all necessary equipment is available and properly maintained.
  - Serve as the school's emergency contact after hours.

**Qualifications:**

- Minimum of 3-5 years of experience in custodial work, with at least 2 years in a supervisory role.
- Knowledge of modern custodial methods, materials, chemicals, and equipment, including the safe handling of hazardous materials.
- Basic knowledge of HVAC systems, electrical wiring, plumbing, and blueprint reading.
- Proficiency in the use of computers and software applications relevant to the role.
- Strong oral and written communication skills.
- Ability to analyze situations, adopt effective courses of action, and demonstrate professionalism and sound judgment.

**Expectations:**

- Demonstrate good interpersonal skills and the ability to work with a diverse group of people.
- Exhibit a willingness to learn and follow directions, with a positive attitude and team-oriented approach.
- Maintain regular and punctual attendance, adhering to all school policies and procedures.
- Perform duties in a safe and responsible manner, with the ability to walk, bend, stoop, reach, climb, and stand for extended periods.
- Capable of heavy lifting as required, including equipment, furniture, and other items.

**Performance Metrics:**

- Effectiveness in maintaining a clean, safe, and well-functioning school environment.
- Timeliness and quality of maintenance and repair work.
- Satisfaction of staff and students with custodial services.
- Compliance with safety regulations and successful execution of emergency preparedness plans.