

Position Title:	Facility Manager
Date Modified:	December 2019
FLSA Classification:	Non-Exempt
Reports to:	Administrative Director
Position Purpose:	To ensure the physical environment of the school is well maintained and safe for the entire school community
FTE:	1.0/Full Time

School Background

City of Lakes Waldorf School is located at 2344 Nicollet Avenue South in Minneapolis in a historic building circa 1922 in the Whittier neighborhood. The school currently contracts with outside companies for custodial services and snow removal. A part-time staff member provides 10-15 hours a week of trash pick up and yard and garden maintenance year round.

Position Summary

Supervises and/or performs all facility related tasks of the school which include (1) ensuring maintenance of building and grounds, and (2) ensuring a safe school environment.

Responsibilities

Building and Grounds:

- Oversee physical plant management and maintenance, janitorial services and safety and security;
- Ensure building's compliance with all regulatory codes and state building code
- On a daily basis, ensure cleanliness of facility, which includes keeping hallways, entrances, restrooms, and grounds free of debris and trash
- Develop an annual maintenance plan and budget in collaboration with the Building and Grounds Committee, Administrative Director and Board of Trustees
- Ensure grounds are maintained year round for safety and visual appropriateness, including performing limited snow removal, lawn mowing, and trash removal
- Maintain sufficient inventory of supplies
- Perform minor classroom, building, and equipment repairs, including wall repair and painting, as needed
- Meet regularly, or as needed, with external vendors, including custodial services, HVAC and boiler contractors, elevator contractor, security system/alarm contractors
- Conduct fire related drills and other tests, e.g. fire pump test, fire alarm/smoke detector test, fire extinguisher test, boiler backflow pressure test.
- Collaboratively support the Building and Grounds Committee, providing updates on current issues and projects
- Oversees capital improvement projects and equipment and furnishings acquisition, as needed
- Provide weekly status updates to Administrative Director
- Perform other related duties as assigned

Safety:

- Conduct periodic assessment/audit of school facilities and grounds to determine safety and security issues
- Coordinates with Safety Committee and school staff to address and correct safety/security issues
- Ensure daily preparedness for school safety to include set-up for carpool lanes
- Create, and update annually, a comprehensive safety and security plan in collaboration with Administrative Director, Safety and Building and Grounds Committees, and Board of Trustees
- Participate in the development and maintenance of Emergency Procedures/ Crisis Response Plan
- Collaborate with administrative staff to provide training in emergency procedures for all staff such as fire and tornado drills, intruder drills, shelter in place, etc.

- Assist in the development and implementation of security plans for special events involving the school facilities
- Act as the primary point person for local law enforcement agencies during critical incident situations and follow-up; advise and assist Administrative Director in matters involving criminal activities on school grounds
- Provides periodic reports to the Administrative Director, Committees, and Board of Trustees on matters pertaining to school safety and security
- Collaboratively Support the Safety Committee, provide updates on current issues and projects
- Perform other related duties as assigned

Qualifications:

- High school diploma or equivalent required with a minimum of two years of relevant experience in a school environment preferred.
- Knowledge of building codes and systems, including plumbing, HVAC, hot water boilers, elevators, fire suppression, fire alarms with the ability to provide technical information to vendors and contractors.
- Experience in safety and security practices and procedures.
- Interest in, and knowledge of, sustainable building best practices including waste and energy reduction
- Proven interpersonal and communication skills in working with school colleagues, parent volunteers, and vendor relationships
- Available on-call 24 hours for emergencies
- Proven ability to coordinate multiple functions and activities
- Interest in working in a Waldorf educational environment
- Interest in working collaboratively within a consensus decision-making organization

Note: The school will consider providing funds for limited training and/or certifications to supplement a candidate's qualifications on a case by case basis, based on a candidate's overall experience and fit for this position

Physical Demands and Working Environment:

- **Environment:** Work is performed in both indoor and outdoor environments; occasional exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions.
- **Physical:** Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information. Vision and hearing: See and hear in the normal visual and audio ranges with or without correction.