



## Facilities Manager

*Charles Armstrong School unlocks the unique potential of students with dyslexia and related learning differences, changing the trajectory of their lives.*

### JOB DESCRIPTION

The Facilities Manager assumes the responsibilities and duties to provide the management and direction necessary in the areas of custodial, building maintenance, operations, landscaping and event support to maintain the school's properties and facilities.

**Status: Full-time, Exempt**

**Reports To: CFO or Business Officer**

**Positions Supervised: One Facilities Employee**

### RESPONSIBILITIES, DUTIES, KNOWLEDGE and SKILLS

To perform this job successfully, an individual must have the knowledge and skills and be able to perform each of the following satisfactorily

#### Big Picture Responsibilities

- Plan, manage, and direct all phases of the facilities operations
- Supervise and oversee implementation of all facilities projects
- Provide and maintain a safe, clean, and healthy environment for the students and staff of the school
- Plan and implement maintenance and renovation of buildings and grounds (including landscaping, asphalt maintenance, field maintenance – in conjunction with Belmont, amongst other responsibilities)
- Oversee the repair and safety of the buildings, including regular asbestos, electrical, and plumbing checks and arranging for fire, blower, and furnace inspections
- Support major capital projects as an essential member of the project management team

- Maintain facilities department budget and expenditures
- Evaluate our sustainability efforts – how can the school reduce its footprint?

### Regular Duties

- Annually conduct an asset inventory and evaluate building and equipment condition
- Research bids for administration and procure professional services when needed (electricians, plumbers, pest control, etc.) and work with outside contractors as needed
- Monitor the receipt, maintenance and replacement of capital equipment
- Assist in the Security and Emergency planning process and conduct drills as necessary
- Ensure a clean and professional presentation of campus – including proper trash and litter maintenance
- Purchase necessary building and custodial supplies
- Purchase food and other supplies for school events and activities at nearby retailers
- Play an important role in school drop-off and dismissal
- Coordinate set-ups for school activities
- Perform the recruitment, interviewing and hiring of the facilities assistant
- Monitor all facilities work to ensure compliance with plans, specifications, building and fire codes, and health and safety
- Manage the keys and access program to include assignment, distribution and control of keys
- Work with construction managers to maintain safety conditions at all times during renovations
- Maintain drawings, plans, manuals, and warranties in an organized and accessible manner
- Provide and maintain a working knowledge of any current and ongoing certificates, registrations, licenses, and other documents

### Knowledge

- Demonstrated knowledge or experience of budgeting, expense control, architecture, school construction, engineering, plant operations, maintenance management, and school safety
- Knowledge of building, plumbing, power generation and HVAC systems
- Knowledge how to operate various electric, gas, and manually powered tools and equipment
- Understanding how to perform regular preventive maintenance and cleaning of equipment used – make repairs, within the scope abilities
- Thorough knowledge of custodial equipment
- Thorough knowledge of applicable Health & Safety standards, rules and regulations

### Managerial Skills

- Skill in managing personnel and supervising custodial building and ground operations
- Skill in effectively planning and organizing custodial activities
- Skill in cleaning methods and procedures, sanitation, safety, security and lawn and building maintenance
- Proficient in English (written and verbal skills)

- Oral and written communication skills
- Demonstrated skills in personnel management
- Proven ability to interface with faculty, staff and administration
- Define job performance expectations of facilities assistant and evaluate job performance
- Ability to promote efficiency, morale, and teamwork and interaction with fellow staff member

## **POSITION QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS**

### Qualifications

- Accountability - Ability to accept responsibility and account for his/her actions.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Loyal - The trait of feeling a duty to the employer.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety

### Educational Requirements

- High School Diploma
- 2-Year Or 4-Year College/Technical Certification –Desired
- 3-5 Years' Experience as Facilities Supervisor/Manager
- Basic Computer Skills, Microsoft Outlook, Microsoft Office and Google Docs
- Experience in education preferred

### Physical Demands

The Facilities Manager must be able to: lift and/or carry moderate weight (40-50 pounds), sit, stand, walk, climb stairs or ladder, reach, perform repetitive hand motions, hear, speak. There will be some travel within surrounding towns, and he/she may experience prolonged and irregular work hours, and work with frequent interruptions

### Work Environment

Inside and outside environment. Climbs ladders, work in high places, work in cramped quarters and under and on buildings. Work in inclement weather. Demanding physical conditions. Must be able to work with potentially hazardous materials in a safe manner and safely perform required duties in potentially hazardous environments.

### Other Requirements

Must have satisfactory outcome of background and fingerprinting check, prior to starting employment.

## Notice

This Job Description includes the essential functions and basic duties. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Supervisors may assign additional functions and requirements as deemed appropriate.

## COVID-19 Considerations

Regarding COVID-19, Charles Armstrong School has put into place numerous procedures to ensure the safety of children, faculty and staff. We are happy to discuss the details of how we are responding to COVID-19 with applicants during the interview process.

Direct resumes and cover letter to:

[ewhorl@charlesarmstrong.org](mailto:ewhorl@charlesarmstrong.org)

Charles Armstrong School  
1405 Solana Drive, Belmont, CA 94002

[www.charlesarmstrong.org](http://www.charlesarmstrong.org)

Charles Armstrong School is the premier school for children with dyslexia and related learning differences in the San Francisco Bay Area with a national reputation for excellence. Charles Armstrong School is a non-profit, independent, coeducational day school of approximately 230 students in grades 2-8. Charles Armstrong School is an Equal Opportunity Employer.

Charles Armstrong School admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin or sex in the administration of its educational and employment policies, financial aid programs, and athletic and other school-administered programs. Inquiries concerning the application of Title IX and the Title IX regulations to the School may be referred to the Title IX Coordinator or to the Small Business Administration's Assistant Administrator for Equal Employment and Civil Rights Compliance. The School's Title IX Coordinator can be contacted as follows:

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