First Presbyterian Academy
Greenville, SC

Job Title: **Facilities Manager**
Supervisor: Chief Operations Officer
Subordinate(s): Assistant Facility Manager, Custodian
Part/Full-Time: Full Time
FLSA Status: Exempt

POSITION OVERVIEW:

The Facilities Manager will be responsible for the safe and proper operation of campus building facilities and equipment, including fire monitoring, mechanical, electrical, and plumbing systems, as well as playgrounds, furniture, landscaping, parking lots, and athletic facilities. This is an important role with a broad scope.

The Facilities Department shall operate in support of the educational and athletic departments to ensure the classrooms and fields are fully functional, safe, and of excellent appearance. This is a customer service role, and includes setting up for events and teardowns afterwards.

The Facilities Manager will work under the supervision of the Chief Operations Officer and as defined under *Essential Duties*. The position is responsible for the effective performance of the Facilities Department and of the personnel within the department.

GENERAL CHARACTERISTICS FOR EMPLOYMENT AT FPA:

- A committed follower of Jesus Christ who loves children and desires to see them walk in the truth.
- Passionate about living out his/her calling through the Christian education of our children.
- Eager to serve in a Christian learning environment, modeling Christlikeness through his/her diligence, perseverance, resilience, patience, courage, and Christian discipleship.
- In agreement with the *Statement of Faith* and *Personal Lifestyle Statement* as found on the FPA website
- Devoted to personal and professional excellence and is willing to pursue professional development opportunities that facilitate growth.
- A member in good standing at a local evangelical church.
- Committed to the goal of giving a good report with regards to the school and community and determined to live out the biblical principles of reconciliation spelled out in Matthew 18 when disagreement arises.

QUALIFYING CHARACTERISTICS:

- Supportive of the whole FPA community and works collaboratively in team-oriented environments with parents, students, fellow teachers, and administrators. Has a collaborative mindset.
- Is familiar with the systems and equipment under the jurisdiction of the Facilities Department; including HVAC, electrical/lighting, plumbing, grounds maintenance, fire monitoring, and others that may arise.
- Has effectively utilized preventive maintenance programs to reduce equipment downtime.
- Has supervisory experience and demonstrated the ability to develop subordinates professionally.
- Is willing to do hands-on tasks, with the proper level of workmanship.
- Has experience communicating with management, peers, and subordinates.
- Has developed departmental budgets and maintained expenses within budget, working within a spending authority process.
- Possesses a working knowledge of maintenance and project computer software.
- Is committed to maintaining the appropriate degree of confidentiality and professionalism.
- Has excellent communication and interpersonal skills, able to develop rapport with other departments.
- Has a calm disposition with a customer service mindset

ESSENTIAL DUTIES:

- Maintain equipment, buildings, and grounds in good working order, responding to issues promptly
- Implementing / executing an effective preventive maintenance program.
- Monitor emails, texts, and help desk requests to identify projects & repairs that must be completed.
- Ability to organize and prioritize work for themselves and others.
- Change room arrangements and seating for events. (setups and tear downs)
- Supervise the Assistant Facility Manager and Custodian; assign daily tasks, ensure performance, and provide training and development.
- Manage and interface with outside vendors and contractors, including janitorial, HVAC, electrical, plumbing, and others as required. Oversee the work of outside contractors, representing FPA in a Christ-like manner.
- Maintain a list of ongoing projects as approved by the COO, and establish a cost and project plan for each.
- Ensure the security of all facilities coordinating with GenX Security on automatic door locks and maintaining a key system for all doors.
- Attend meetings as assigned by the Chief Operations Officer and those appropriate for the position.
- Perform other duties as assigned by the Chief Operations Officer.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Experience in an educational setting and/or assisted living center is helpful
- Work experience in maintenance or facility management is expected.
- Education and/or experience in the skills necessary to diagnose maintenance and repair issues.
- Skills or certifications in specific trades are strongly preferred.
- Previous leadership experience is preferred.
- A customer service background is highly desirable.
- Must possess a valid SC drivers license; able to pass DMV background check.
- A CDL class B license, with school-related endorsements is preferred.

PHYSICAL REQUIREMENTS:

This position is labor-intensive and certain physical requirements must be met to be successful and for safety purposes. They include the ability to:

- Evacuate students over uneven terrain and in varying weather conditions during emergency situations.
- Lift 50lbs. and be able to lift 25lbs. repeatedly.
- Walk over a variety of terrains and surfaces, such as sloped metal roofs, stairs, etc.
- Work in varying weather conditions.
- Tolerate dusty conditions, such as above drop ceilings or in the wood shop.
- Stoop, bend and maneuver in limited spaces as needed.
- Climb ladders or stairs as required, and work from a scissor lift if required.
- Use of both hands and feet for physical labor tasks is required.
- Read English text to perform essential job functions, such as reading warning labels and operating instructions.
- Hear and communicate effectively in order to exchange information, respond to inquiries, and provide clear instructions in person, over the phone, and through other communication methods.

Note: First Presbyterian Academy is a tobacco-free campus.