

Facility Manager

Position Overview

The facility manager oversees and manages building and grounds maintenance for The Franklin School of Innovation including building and maintaining relationships with contractors and vendors.

Responsibilities

- Ability to work independently once training is complete.
- **Grounds:** Manages contract and work with grounds maintenance/snow removal company.
- **Buildings:** Repair damage, filling work orders.
- **Systems:** Ensures that the lighting, heating, air conditioning and ventilation systems are operating properly to provide good working and/or living conditions for occupants.
- Work with custodial staff to make sure they have what they need to perform their job.
- Coordinates bids from contractors when repairs are required. Submits bids to Director of Operations for approval and processing.
- Manage relationships and source contractors when needed.
- Conduct regular inspections of all school facilities, grounds, and equipment to ensure that high standards for cleanliness, attractiveness and safety are maintained. Recommend to the Director of Operations any improvements needed.
- Supervise or perform removal of snow and ice on walks & ramps that contractor does not cover. Ensure safe conditions exist and school can be opened in a timely manner.
- Oversee bus maintenance & inspections. Make sure work needed is performed in a timely manner and inspections are performed monthly.
- Oversee or perform and grounds/landscaping work not performed by contractor.
- Act as liaison between school and parent volunteer gardening crew.

- Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
- Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
- Assist with ensuring FSI is compliant with OSHA. OSHA training will be provided.

Qualifications:

- Commitment to FSI's mission and educational model.
- Knowledge of custodial work and associated supplies, materials, and equipment.
- Working knowledge of office repairs and maintenance.
- Ability to perform some repairs and maintenance.
- Ability to establish and maintain good working relationships with a variety of people.
- Could grow to full-time for an individual willing to obtain CDL License and drive bus.
- High school diploma or GED.

Compensation

Salary Target: Competitive

Application Process

Please email cover letter, résumé and references to jobs@thefsi.us.