

Job Description - Full-Time Facilities Coordinator & Driver

The Franklin School of Innovation (FSI) is a rigorous, college-preparatory, interdisciplinary, charter middle and high school in Asheville, N.C. that uses the EL Education (formerly Expeditionary Learning) model to prepare students in grades 5 - 12 to create their own futures.

As we continue to support our growth The Franklin School of Innovation is seeking a Full Time Facilities Coordinator and Driver.

School Maintenance Job Description:

Working under the direction of the Facility Manager, maintain the daily smooth operation of the school through appropriate facility management and other projects and task as assigned by administration.

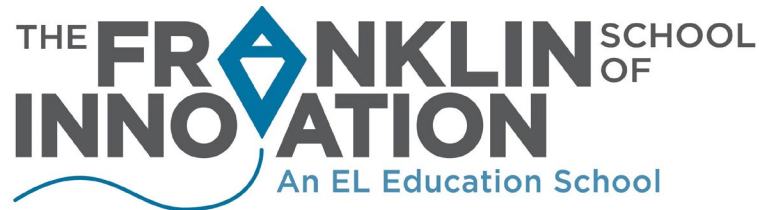
- Create scheduled maintenance charts and follow through on tasks as assigned
- Schedule preventative maintenance, respond to urgent maintenance calls and participate in the creation of emergency preparedness plans.
- Handle building-equipment emergencies on an ongoing basis and serve as a liaison between company employees and outside contractors called in to fix problems.
- Inspect and maintain conditions of hallways, entrances, restrooms and public spaces throughout the day
- Perform safety inspections to maintain compliance with fire and OSHA guidelines
- Grounds and landscaping maintenance
- Other projects and activities as assigned by the administration

Knowledge

- Building management and Facility and Maintenance operations
- Basic knowledge of equipment operation, repair and maintenance
- Basic knowledge of computers and office

Skills

- Must have strong interpersonal skills and ability to work in a team environment
- Responsibility for follow-up on actions based on various team projects
- High organization skills in managing multiple projects simultaneously
- Ability to perform and manage technically complex projects using independent judgment and personal initiative



- Build strong internal and external relationships using effective verbal and written communication skills
- Recognize and act on opportunities; adjust direction when situation warrants
Work independently without regular direct supervision
- Must be a provider of excellent customer service

Driver Description:

The driver portion of the facilities coordinator position consists of transportation of student and staff. Examples of this would be route driving and fields trips. The route has minimal stops all on main roads. A CDL class B with S endorsement highly preferable but will consider candidates willing to obtain their CDL ASAP.

Qualifications for driver portion

- Must be 18 years old.
- Must possess a valid NC driver's license.
- Must have had a valid driver's license for a minimum of two years.

Within the past 12 months

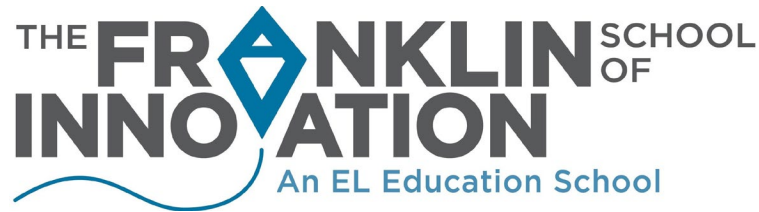
- No conviction of any moving violation
- No pending charge of any moving violation
- No more than one charge of any moving violation, regardless of disposition

Within the past 60 months

- No more than three charges of moving violations of any kind
- No conviction of a moving violation combined with any other charge of a moving violation
- No charge of DWI or DUI
- No charge for reckless driving
- No charge for passing a stopped school bus

Within the past 10 years

- No suspension or revocation of the driving privilege, other than for such status offenses as lapsed insurance, failure to appear in court, and failure to



comply with out-of-state citation; provided that there be no more than one suspension or revocation for such status offenses within the past 10 years.

Indefinite

- No more than one charge of DWI or DUI

Qualifications:

- High School diploma or equivalent (GED) is required
- Two years or more of related work experience
- Must have good communication skills
- The ability to work 40 hours a week, with regular hours daily
- Experience working with little supervision

Salary Target:

- Competitive salary, and full benefits package The Franklin School of Innovation is committed to a Living Wage for employees

Application Process:

Please email application or resume to jobs@thefsi.us. Complete application packets include: Employment application (available on the website), resume, references.

All applications will be treated as confidential.