



JOB DESCRIPTION

Position: ***Facilities Manager***
Reports to: Director of Finance and Operations
Date: September 2020

Summary: Friends School is seeking a hardworking, organized and experienced Facilities Manager to protect, maintain and enhance the facilities and grounds of two campuses in Boulder. This person will be responsible for the maintenance, safety, security, appearance and cleanliness of buildings and grounds and ensure that the facilities are in compliance with current safety standards and policies. This is a year-round, 40 hour/week, full-time position and a key member of the Admin team.

Principle Responsibilities include but may not be limited to:

- **Day-to-day maintenance:** Address all maintenance requests in a timely manner.
- **Preventative Maintenance:** Coordinate and schedule routine, preventative maintenance and summer projects. Provide operational support to Friends School faculty, staff and parents for ongoing activities and special events.
- **Outdoor Management:** landscape maintenance, snow removal, parking lot, playgrounds.
- **Major Repairs:** Provide management oversight with respect to the School's major repairs and renovations budget, including winter, spring and summer project schedules.
- **Tracking:** Manage the reporting system for tracking all required regular and preventive maintenance requests and schedules.
- **Scheduling:** In collaboration with the Director of Finance and Operations, manage, plan and oversee schedule of short and long-term maintenance and building equipment needs, including HVAC, security, lighting, etc.
- **Security:** Evaluate the schools security program on a continuing basis and recommend changes as needed.
- **Equipment and Supplies:** Responsible for purchasing and inventory of equipment and supplies for custodial, grounds and maintenance areas. Maintain adequate inventory of all necessary supplies, equipment, tools and parts.
- **Vendor management:** Manage and track vendor performance to ensure work product meets quality requirements and that services are provided in a timely and cost efficient manner.
- **Budgeting:** Prepare annual and projected preventive maintenance budget in collaboration with the Director of Finance & Operations. Develop and manage the department's facilities budget and planning process, including accurate tracking of expenditures.
- **Staff Management:** Oversee, manage and direct facilities contractors to support the department.
- **Neighborhood:** In collaboration with the Director of Finance & Operations, provide management support to the School's neighbors on issues relating to security, parking, and other areas as needed.
- **Strategic Planning:** Lead Facility Committee Meetings, providing reports and expertise on all areas of the physical buildings and grounds management, planned maintenance, energy management and maximizing the use of the facilities. Supporting our strategic goal of moving to a unified campus.

Environmental and Safety Responsibilities

1. Work with administrators, faculty and staff to coordinate any special security needs necessary for meetings or school events. Actively participate in the safety and emergency operations of Friends School, including planning and drills.
2. Responsible for code compliance programs, including asbestos management, lead in water, soil, paint, air quality, hazardous waste reduction, waste management and disposal, radon and other health related issues.
3. Interpret and direct the school's safety program to ensure compliance with all applicable federal, state and local environmental and safety regulations, including OSHA, EPA, etc.
4. Ensure that the school is accessible and in compliance with the ADA or that reasonable accommodations have been provided.

Personnel Management

1. Coordinate custodial and maintenance work with the school's master calendar.
2. Enforce Friends School's security policies and programs.
3. Assist Friends School's emergency coordinator, helping to develop procedures and protocols to deal with emergencies.
4. Serve as liaison with outside vendors and contractors regarding facilities.
5. Work closely with administrators and faculty to accommodate and facilitate their programmatic needs.

Requirements

1. Minimum five years experience in facilities management, preferably in a school setting.
2. Demonstrated supervisory and leadership skills.
3. Good project management skills.
4. Ability to negotiate and communicate with various outside contractors and vendors.
5. Expertise in and an aptitude for administration, budgeting, scheduling, management, construction, mechanical equipment, landscaping, purchasing, supervision, security and general services.
6. Strong verbal, written and interpersonal communication skills.
7. Proficient technological skills including Microsoft Excel, data management, and project tracking.
8. Familiar with all applicable environmental and safety regulations.
9. Ability to physically stand, bend, squat, and lift up to 30 pounds.
10. Must have a valid driver's license and a reliable vehicle to travel between campuses.

Friends School offers a competitive compensation package including medical, dental, life insurance benefits, 403b plan and generous paid leave. If you possess the above skills and qualities, please send a cover letter outlining why you are interested in the position along with your resume to jobs@friendsschoolboulder.org.