



POSITION: Facility Manager
SUPERVISOR: Head of School

STATUS: Non Exempt
DATE: July 2024

Job Summary: Oversees maintenance of school and its equipment, its grounds and the custodial staff. Supports transportation and school safety efforts directed by the Director of Safety & Student Care.

Required Spiritual Qualities

It is expected that the Facility Manager will:

- Acknowledge Christ as Savior and seek to live as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God, our standard for faith and practice.
- Believe and actively support Coulee Christian School's **Statement of Belief**.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for personal conduct, marriage, gender identity and sexuality.
- Demonstrate evidence of the fruit of the Spirit when interacting with others.
- Actively participate in a local Bible-believing church and share faith with others.
- Have a Christ-centered home.

Required Professional Qualities

It is expected that the Facility Manager will:

- Possess evidence of other adequate preparation, background, or experience as determined by the Supervisor.
- Possess the ability to interact effectively with peers and supervisors, possessing humility and willingness to be a team player.
- Demonstrate a sensitivity and ability to interact effectively with staff, parents, volunteers, and children.
- Manage a fast-paced, multifaceted job with stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Communicate effectively, professionally, and timely by responding to all emails within 24-48 hours on school days, as this is the main method of communication between administration and employees.

- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.
- Be open and flexible to new school initiatives.
- Demonstrate a reasonable level of computer literacy. Basic proficiency is needed in word processing, e-mailing, and accessing the internet. The Facility Manager should be able to use a website to upload, create, and submit documents.
- Possess customer service and public relations skills necessary to market the school to potential families, as well as the general public.

Required Personal Qualities

It is expected that the Facility Manager will:

- Sign and live by Coulee Christian School's **Lifestyle Statement** as a condition for employment and continued employment in this ministry.
- Be an enthusiastic visionary, encouraging, self-starter with a high energy level.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Defend principles and conviction in the face of pressure and partisan influence.
- Recognize his or her own mistakes and take measures to correct them.
- Be servant-hearted & willing to assist others.
- Use acceptable English in written and verbal communication. Speak with clear articulation.
- Respectfully submit to constituted authority.
- Seek to appreciate and understand the uniqueness of the community.
- Place his or her school ministry ahead of other jobs, coaching or volunteer activities.
- Be able to meet the physical demands of the position as outlined in Coulee Christian School's **Physical Requirements** for this position or negotiate reasonable accommodations with Supervisor.

Essential Job Functions - Accountabilities

It is expected that the Facility Manager will:

Spiritual Leadership

- Possess a conviction of God's calling to the Christian school ministry.
- Follow the Matthew 18 principle in dealing with conflict.
- Join school staff in discipling of students.
- Serve as a model to students of how a spiritual leader within a school community practices Spiritual disciplines and demonstrates fruits of the Spirit in everyday situations.
- Participate in staff Bible studies.

Academic Leadership

- Have knowledge of Coulee Christian School's vision/mission, programs, and policies.
- Seek and accept constructive evaluation of performance.
- Support building staff, principal & teachers with tasks to support student learning.

Administrative Leadership

- Oversees the overall cleanliness and maintenance of the school grounds, facilities, equipment, lawn mowers, snow blowers and vehicles.
- Manages custodial staff.
- Monitors inventory of custodial supplies and orders as needed.
- Ensures school is in compliance with all OSHA regulations and accreditation standards related to facility cleanliness and safety.
- Manages relationships with outside vendors for facility and equipment maintenance, upkeep and service.
- Assists with oversight of all-school events to ensure set up & tear down is executed on a timely basis.
- Monitors and fills vending machines, as needed.
- Ensures all required inspections are up to date, included but not limited to: Fire Extinguishers, AEDs, boilers, vehicles, etc.
- Active member of the crisis response team for all safety drills (fire, tornado, active shooter, etc).

Minimum Requirements:

It is expected that the Facility Manager will:

- Possess two or more years of maintenance or facility management experience.
- Have the ability to manage support staff and volunteers.
- Have the ability to prioritize and respond to needs in a timely manner.
- Able to be a self-starter and take ownership of assigned duties.
- Have a passion for working in a dynamic, child-centered environment.

Working Relationship and Scope: Reports directly to the Supervisor noted above. Works closely with all school staff members, students, families, volunteers, and outside vendors.

Acknowledgment: This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the Supervisor. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability.

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.

Printed & Signed name of Employee

Date

Printed & Signed name of Supervisor

Date