

Title: Facilities Manager**Reports to:** The Head of School & Business Manager

General: The facilities manager is responsible for all facility operations and maintenance activities for the Grosse Pointe Academy buildings and campus. He/she oversees maintenance, custodial, human resources, storeroom, and accounting activities for all of the Academy's physical facilities. The goal is to ensure that all students learning environment that is safe, clean, attractive, and smooth functioning while allowing the Head of School to focus on educating the students rather than facility related issues. In this capacity, the facilities manager will supervise and coordinate directly all general maintenance and custodial staff and their daily assignments.

The ideal candidate leads staff utilizing excellent communication and interpersonal skills. He/she displays sound judgment to determine how duties and responsibilities are described, prioritized and assigned. The successful candidate demonstrates an understanding and love of the unique role that facilities management plays in a school environment on a historic campus.

This position is salaried full-time based on a 40-hour work week. Benefits include paid sick leave, personal leave, and holidays with two weeks of vacation after 1 year of employment. To apply, send letter of interest to: Human Resources at hr@gpacademy.org.

Job Responsibilities:

- Develops and implements facility maintenance operations and custodial processes, procedures and records.
- Provides assistance in identifying and assessing campus facility needs and sets work priorities within available resources.
- Identifies facilities operational and maintenance improvement opportunities.
- Establishes and maintains efficient and effective procedures and criteria for periodic and comprehensive facility condition assessments and updates. Prepares facility condition reports and periodic updates with detailed recommendations for any necessary repairs, capital projects, or other actions.
- Establishes and maintains effective and efficient procedures and criteria for custodial servicing of all buildings, grounds, and related equipment, to optimize environmental health, utilization and serviceability at all times.
- Develop a program to regularly inspect or provide the means to inspect the campus buildings and related equipment to ensure compliance with applicable laws and regulations.
- Is familiar with applicable laws, codes standards and ordinances (e.g., NFPA Life Safety Code, OSHA Regulations, SDS Documentation), related to the safety of school facilities. Assures conduct of mandatory inspections and repairs of fire extinguishers, fire safety/suppression systems, AEDs, and other such systems...
- Annually performs the budgeting, planning and allocation of financial resources for the efficient and effective operation of the Facility Operations and Maintenance Program.
- Serves as primary point of contact for various constituents regarding facilities management issues, including communication with the campus community and local municipality.
- Manages the performance of direct reports to ensure departmental goals and objectives are met.
- Initiates and directs efficient and effective procedures and criteria for the review and processing of all routine preventive maintenance work orders and special work requests
- Establishes and maintains efficient and effective procedures and criteria for the storage and retrieval of all records relative to maintenance and operations in an up-to-date and accurate state.
- Provide supervision on construction projects including renovations, major replacements and repairs

- Annual review and bid of all facility contracts with presentation of bids received and with vendor recommendation (lawn, landscape, snow, elec, hvac, etc)
- Works with the Assistant Head of Schools for the Early and Lower/Middle School buildings in establishing emergency evacuation procedures for each building, floor, room and office.
- Will be the first person called by the alarm company and shall be responsible for handling such alarms to maintain security in all facilities.
- Performs other related duties as assigned by the Head of School.

Note: The responsibilities listed are intended only as illustrations of the various types of work that may be performed.

Qualifications:

Education and Experience:

Preference: Credentialed IFMA Facilities Management Professional in lieu of degree or Bachelor's Degree in a related field and minimum of ten (10) years' experience in maintenance management and/or maintenance engineering work in an organization with a facilities inventory of at least 130,000 square feet on a site of at least 20 acres.

Required Demonstrated Capabilities:

- Demonstrated extensive knowledge of principles and practice of maintenance, custodial, security, grounds keeping operations and personnel management
- Ability to utilize experience and knowledge to develop and implement a comprehensive and effective school facility operations program

Desired Experience, Knowledge & Skills:

- Experience in managing educational facilities preferred.
- Excellent interpersonal skills.
- Desire to work in a mission and goal driven organization.
- Must be organized and able to prioritize and evaluate work orders as needed.
- Must be proactive and have strong attention to detail.
- Self motivated and ability to assert oneself.
- Exemplary time management skills.
- Excellent oral and written communications skills.
- Proficient in use of email, word processing, spreadsheets and the ability to perform in a digital environment.
- Knowledge of all aspects of building systems, contractual maintenance and related services.
- Knowledge of maintenance requirements of historic buildings.
- Functional and technical knowledge of electrical, plumbing and HVAC distribution systems.
- Ability to read blueprints.

This job description is intended to describe the general nature and level of work being performed by an incumbent in this job and the qualifications needed. The job description should not be construed as an exhaustive list of all job duties that may be performed by a person so classified and should not be construed as an exhaustive list of all qualifications that may be required.