

## Facilities Supervisor

*Charles Armstrong School unlocks the unique potential of students with dyslexia and related learning differences, changing the trajectory of their lives.*

**Position Description:** The Facilities Supervisor assumes the responsibilities and duties to provide the management and direction necessary in the areas of custodial, building maintenance, operations, landscaping and event support to maintain the school's properties and facilities.

### **Primary Responsibilities:**

- Plan, manage, and direct all phases of the facilities operations
- Supervise and oversee implementation of all facilities projects
- Provide and maintain a safe, clean, and healthy environment for the students and staff of the school – including proper trash maintenance
- Oversee the repair and safety of the buildings, including regular asbestos, electrical, and plumbing checks and arranging for fire, blower, and furnace inspections
- Support major capital projects as an essential member of the project management team
- Maintain facilities department budget and expenditures
- Evaluate our sustainability efforts

### **Additional Responsibilities:**

- Annually conduct an asset inventory and evaluate building and equipment condition
- Research bids for professional services when needed (electricians, plumbers, pest control, etc.) and work with outside contractors as needed
- Monitor the receipt, maintenance and replacement of capital equipment
- Assist in the security and emergency planning process; conduct drills as necessary
- Purchase necessary building and custodial supplies
- Purchase at nearby retailers food and other supplies for school events
- Play an important role in school drop-off and dismissal
- Coordinate set-ups for school activities
- Monitor all facilities work to ensure compliance with plans, specifications, building and fire codes, and health and safety
- Provide and maintain a working knowledge of any current and ongoing certificates, registrations, licenses, and other documents

### **Education, Certifications, and Work-Related Experience:**

- High School Diploma
- 2-Year Or 4-Year College/Technical Certification –Desired
- 3-5 Years' Experience as Facilities Supervisor/Manager
- Basic Computer Skills, Microsoft Outlook, Microsoft Office and Google Docs
- Experience in education preferred, but not necessary

**Additional Skills:**

- Demonstrated knowledge or experience of budgeting, expense control, architecture, school construction, engineering, plant operations, maintenance management, and school safety
- Knowledge of building, plumbing, power generation and HVAC systems
- Knowledge how to operate various electric, gas, and manually powered tools and equipment
- Understanding how to perform regular preventive maintenance and cleaning of equipment used
- Knowledge of applicable Health & Safety standards, rules and regulations
- Skill in managing personnel and supervising custodial building and ground operations
- Proficient in English (written and verbal skills); good communication skills
- Ability to promote efficiency, morale, and teamwork with fellow staff member and co-workers
- Physically, the Facilities Manager must be able to: lift and/or carry moderate weight (40-50 pounds), climb stairs or ladder, reach, perform repetitive hand motions. There will be some travel within surrounding towns, and he/she may experience irregular work hours

**Charles Armstrong School offers:**

- Competitive salaries commensurate with experience
- Attractive medical, dental and vision package, 403b plan

Direct resumes and cover letter to Neil Tuch, CFO at [ntuch@charlesarmstrong.org](mailto:ntuch@charlesarmstrong.org)

Located in Belmont, California, Charles Armstrong School is a non-profit, independent, coeducational day school of approximately 240 students in grades 2-8. Charles Armstrong School is an Equal Opportunity Employer.