



Facilities Manager Job Description

Job Purpose:

The Facilities Manager will be responsible for inspecting, maintaining and repairing mechanical, electrical, plumbing, and HVAC systems to ensure optimal operating results. The successful candidate will oversee the company's facility operations and remain in compliance with local, state and federal regulations.

Qualifications:

- High School Diploma with 3+ years' experience in management position
- Able to read and understand complex electrical, mechanical and automation systems
- Working knowledge of electrical, mechanical and HVAC systems
- Demonstrated leadership skills

Job Classification: Exempt

Reports To:

School Principal/ Executive Director

Job Duties and Responsibilities:

- Plan and coordinate all installations (telecommunications, heat, electricity etc.) and refurbishments
- Manage the upkeep of equipment and supplies to meet health and safety standards
- Inspect buildings' structures to determine the need for repairs or renovations
- Review utilities consumption and strive to minimize costs
- Control activities like parking space allocation, waste disposal, building security etc.