



## **Facilities Manager Employment Opportunity**

**Job Title:** Facilities Manager  
**Reports To:** Director of Operations & Policy  
**Prepared Date:** 06.2022

### **Position Overview**

Open Door Christian Schools is seeking a full-time Facilities Manager for immediate hire who will be responsible for maintaining the facility and grounds. The Facilities Manager will be an Evangelical Christian who embraces the School's mission of equipping disciples through exemplary education.

### **Type of Position**

The Facilities Manager position is a full-time, 12-month, exempt position that is paid an annual salary commensurate with experience and training. In addition, benefits are offered.

### **Required Spiritual Qualities**

- Has received and acknowledges Jesus Christ as his/her personal Lord and Savior.
- Seeks to live a life as His disciple.
- Stands as a positive Christian role model for students, staff and our larger community.
- Regularly attends church with a congregation that has a statement of faith consistent with the School's statement of faith.
- Demonstrates by example the importance of the Scriptures in the daily life of a believer.
- Agrees and supports the ODCS Statement of Faith and Employee Lifestyle Statement.

### **Required Professional Qualities**

- Experience in maintaining and cleaning facilities and grounds.
- Has a high school diploma or GED.
- Ideally has eighteen months of education and training beyond high school level in general maintenance and repairs, or a closely related area.
- Has four years of career experience in general maintenance or other maintenance responsibilities that would include the ability to recognize electrical, plumbing, and mechanical malfunctions or equipment failures; has mechanical ability across various trades.
- Demonstrates servant leadership.
- Possesses excellent organizational skills.
- Possesses ability to work cooperatively and collaboratively with faculty and staff.
- Effectively communicates ideas and information in written and oral format to faculty and staff.
- Is adept at problem-solving.
- Operates with a sense of urgency.
- Can work independently with little or no supervision.
- Is detail oriented.
- Has excellent time management skills.
- Is able to work with diverse individuals.
- Has strong interpersonal skills.

- Can balance supervisory, administrative and in-field work.
- Promotes a positive attitude about the School and its employees and students.
- Agrees to abide by School policies and procedures.
- Commits to excellence, efficiency, customer service and the School's shared values.

### **Essential Job Functions**

The Facilities Manager will work closely with the Director of Operations & Policy to maintain the campus of Open Door Christian Schools, Inc. in good working order and appearance to support the School's mission of equipping disciples through exemplary education. Key job areas and responsibilities include:

- Assists in teaching and enforcing safety regulations.
- Coordinates work activities with other departments.
- Inspects and evaluates the condition of buildings for possible mechanical, electrical and structural problems and for general building cleanliness and grounds maintenance to ensure established standards are maintained.
- Identifies and takes appropriate action in emergency situations to protect the safety of students, personnel, equipment and property.
- Recommends projects for annual work plan and preventative maintenance program.
- Ensures that equipment and any vehicles are properly maintained.
- Maintains records of jobs performed.
- Inspects contract services for pest control, trash removal, snow cleaning, etc.
- Maintains sidewalks and entrance ways free from snow and ice.
- Performs maintenance/repair work and grounds work involving a number of trade skills.
- Operates and properly uses grounds and snow removal equipment, as well as any motor vehicles.
- Operates, maintains and repairs hand and bench tools and other equipment.
- Physically participates in accomplishing projects as necessary and/or appropriate.
- Advises Director of Operations & Policy about maintenance or personnel needs.
- Plans for replacement and repair of existing facilities.
- Inspects buildings and grounds on a regular basis to ensure a safe and desirable condition for learning.
- Develops and updates site plans showing utilities that serve the School or are on School property.
- Recommends policies and procedures for improvement of regular maintenance schedule.
- Assures any school vehicles are properly maintained and inspected.
- Performs custodial and cleaning work as assigned.
- Performs any and all other duties assigned.

### **Additional Working Conditions**

- Occasional exposure to blood, bodily fluid and tissue.
- Occasional interaction with unruly students.
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, bend, climb and stoop.
- Occasional evening and weekend work.
- Occasional travel.
- Occasional operation of equipment and/or a vehicle in inclement weather conditions.
- Frequent repetitive hand motions.
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds.

### **Contact Information**

Interested candidates should submit a cover letter and resume to:

Jayson Bendik – [jayson.bendik@odcs.org](mailto:jayson.bendik@odcs.org)