



**NORTHWEST OHIO
CLASSICAL ACADEMY**

Position: Facilities Manager

Supervisor: Operations Manager

- Ensure that the facility is fully operational with all utilities functioning properly and all operation needs are met
- Annually review heating, electric/gas, and water usage and advise on proposals for money savings and perform analysis and forecasting
- Plan, assign, and manage the work of the grounds keeping personnel engaging in maintenance and care of trees, shrubs, lawns, athletic fields, and snow removal
- Arrange a ticketing system and necessary repair work by vendors and maintenance personnel, contact vendors as necessary, inspect and review work performed to assure standards are met
- Keep yard and grounds clean of debris and trash
- Establish and maintain tax exempt and bulk purchase relations with suppliers in coordination with the Business Office
- Coordinate the safe delivery and storage of all supplies and materials
- Work with other administration to establish and maintain a facility open/closing schedule
- Responsible for legal compliance in accordance with local, state, and federal statutes
- Assist in maintaining a regular safety patrol
- Work alongside security and maintenance staff to help create a culture of collaboration between students, staff, and volunteers and establish a safe, productive, and distraction free learning environment
- Inspect buildings structures to determine the need for repairs or renovations and become familiar with the facility/building and all systems
- Advise and/or respond to emergencies on a 24-hour basis as needed
- Upon approval of the Headmaster, will coordinate the use of school facilities with staff and community groups. Communicate with users about specific needs and assist the public as necessary
- Attend Facilities Committee meetings and site meetings as necessary.
- Oversee and coordinate the distribution of all keys and key fobs to all staff, contractors, and volunteers
- Assist in reviewing service contracts and schedules for service providers
- Work car line
- Other duties as assigned