



Facilities Manager

Job Summary

The PHPS facilities manager will be responsible for the day-to-day operations of our facility and promote a clean and safe working environment for our staff and students. They will oversee maintenance, safety, and security, and ensure compliance with regulations. They also manage budgets, develop long-term plans, and coordinate with other departments.

Duties and Responsibilities

The job description below is not designed to cover all activities, duties or responsibilities that are required for this position

- Maintenance – Maintain day to day operations of the facilities, including interior and exterior areas, such as offices, classrooms, lunch room, parking lots, outdoor & indoor recreation spaces. Oversee maintenance and repairs, including performing routine maintenance, repairs and inspections as well as utilizing outside vendors for larger projects. Manage and review service contracts and schedule routine inspections and emergency repairs with outside vendors. Oversee the cleaning staff and lawn care crew.
- Safety and Security - Ensure fire safety and emergency preparedness procedures are implemented properly, establish security measures, and support the maintenance of door access system, including collaborating with security vendors / professionals. Monitor the safety and cleanliness of indoor and outdoor areas including preparing the facility for changing weather conditions.
- Compliance - Ensure compliance with local, state, and federal regulations, including fire, life safety, and building codes.
- Planning & Budgeting – Forecast, allocate and supervise the financial and physical resources of the facility, including long-term plans, contingency plans, and departmental policies and procedures. Manage the facility's budget, including capital plans for repairs and improvement. Collaborating with the Business Office on recommendations for maintenance, mechanical and electrical modifications as needed.
- Coordination - Coordinate with vendors and suppliers and check on work completed by vendors and suppliers.
- Communication - Serve as a point of contact for staff and communicate appropriate technical information to administrative staff. Communicates workplace safety precautions to employees.

Qualifications

Knowledge, Skills and Abilities

- Strong project management and problem-solving skills
- Professional customer service focus
- Communication skills / Relationship building skills
- Technical engineering / Analytical skills
- Must be proficient in operating common computer programs and software applications to manage and maintain building operations effectively.
- Decision-making skills
- Time management skills
- Attention to detail
- Must be able to lift 50+ pounds and climb a ladder to the roof

Education and Experience

- High school diploma or equivalent
- Facility management experience
- 5 -7 years in related positions

Work Hours & Benefits

- Employment is year-round. Work days will follow the school calendar, occasional night time events will require coverage. Summer days will be used to perform annual deferred maintenance.
- Salary will be reflective of experience and ability.
- PHPS provides benefits including medical (paying 75% premium coverage for the employee), dental and vision.
- 403b retirement benefits plan is also available, with PHPS matching up to 6% following one year of full-time employment. More detail will be provided.

It is the policy of Preston Hollow Presbyterian School to make employment decisions on the basis of qualifications for a specific job without regard to race, color, religion, sex, sexual orientation, marital status, national or ethnic origin, age, veteran status, or the presence of a disability, except where such is a bona fide occupational qualification. Resumes are not considered an application for employment and are active for 90 days after receipt.