



FACILITIES & GROUNDS MANAGER  
Job Description

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**Job Title:** Facilities and Grounds Manager

**Reports to:** Director of Operations

**Hours:** Full time, M-F 8:00-5:00; with flexible hours, as needed and approved, to accomplish maintenance and repairs when students and staff are off campus.

**Job Summary:** Under the general supervision of the Head of Operations, the Facilities & Grounds Manager will plan, organize, and supervise all functions of the school's physical plant and grounds, including, the areas of facility operations, safety, maintenance, grounds, custodial, and repair projects as assigned. Will be responsible for providing direct maintenance and lawncare services for the Paideia Academy structures, equipment and grounds ensuring a well – maintained, safe, secure, and clean environment.

**Examples of Duties and Responsibilities:**

- Facility Repairs & Maintenance
  - HVAC - Preventative Maintenance (filters, cleaning coils, maintaining thermostats)
  - Gutters
  - Lightbulbs/Ballasts (Interior & Exterior)
  - Water Fountains
  - Doors and Door Closers
  - Fire Extinguishers and Emergency Lighting
  - Etc.
- Develop and monitor ongoing Preventative and Deferred Maintenance programs for all major mechanical and electrical systems.
- Develop policies and procedures to insure safe, efficient, and cost-effective operation.
- Work closely with key administrators regarding issues related to safety, space inventory, facility modification, etc.
- Maintain required inspections: Fire, Water Flow, etc.
- Lawn Maintenance
  - Mowing (3 properties)
  - Mulch (Including Playground)
  - Weeding and Maintaining Beds
  - Fertilize/Aerate/Over seeding
- Pest Control Management
- Facility Key and Access Control Management
- Janitorial Supply Budget Control and Maintenance
- Inclement Weather Management
  - Salting
  - Clearing snow/Ice
- Oversight of Custodial Staff

- Day Porter Responsibilities
  - Backed-up Toilets
  - Spills & illness related accidents (i.e. throw-up)
  - Sweep and manage assembly room following lunch and events
- Provide help in transitioning and set-up/breakdown assembly room for lunch and events
- Floor Maintenance - includes summer responsibilities (the daily floor maintenance will be the responsibility of the after-hours janitorial employee).
- Pressure washing, as needed
- Facility Painting (interior- includes hall doors and classroom wall repairs in the summer)
- Vehicle Cleaning and Maintenance
- Storage Facility Coordination
  - Furniture moving (including donations)
  - Classroom Set-up Needs
- IT Hardware & Network Maintenance
- Audio Visual Maintenance and Set-up

**Knowledge of:**

- Principles and practices of facility maintenance, grounds keeping and custodial, including plumbing, electrical, carpentry, HVAC, interior finishing, landscape and trimming maintenance, irrigation, fertilization, and pest control
- Methods, materials, tools, and equipment used in building maintenance, and grounds keeping.
- Principles and practices of supervision including work planning, direction, and personnel practices
- Applicable laws, codes, regulations, and standards governing building construction and maintenance, and grounds keeping
- Safety and safe working practices for building maintenance, custodial and grounds keeping work.

**Skill in:**

- Planning, organizing, scheduling, assigning, and reviewing the work of others
- Maintaining records and preparing reports and correspondence including required regulatory report and records
- Effective oral communications
- Evaluating and developing procedures, standards, and methods for building maintenance and improvement and grounds keeping
- Establishing and maintaining effective working relationships with those contracted in the course of work
- Exercising sound independent judgment within general policy guidelines

**Other Requirements:**

- Possess a valid Tennessee driver's license and have a satisfactory driving record
- Subject to call-in during off hours and weekends as required and may be asked to work variable schedules to accomplish projects.

**Compensation:** (\$40,000 – \$45,000, dependent on experience)