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School Facilities Manager

Bear Creek Community Charter School is currently seeking qualified candidates for the position of Facilities Manager. This is a hands-on building maintenance specialist and property administrator, who organizes and implements a comprehensive program of maintenance, custodial and housekeeping services. The Facilities Manager is responsible for the appearance, safety and functionality of the School's buildings, grounds, and equipment; managing a broad range of operations that allow the school to function efficiently and safely.

Located on a beautiful 300 acre mountain-top campus just outside of Wilkes-Barre, Bear Creek Community Charter School provides a small, safe and community-oriented environment where students thrive in a hands-on learning environment with an environmental focus.

The successful candidate should have minimum five years' experience in property management, HVAC or electrical design, installation and maintenance. College degree, technical training or professional certification or licensure preferred. The successful candidate is required to obtain an acceptable state and federal criminal background check, along with Pennsylvania child abuse clearance verification. Bear Creek Community Charter School is an Equal Opportunity Employer.

A complete job description and employment application is available online at www.bearcreekschool.com – Employment. Please submit a letter of interest, current resume and employment application to:

Bear Creek Community Charter School
Attention: Human Resources
30 Charter School Way
Bear Creek Township, PA 18702



Facilities Manager Job Profile

Reports To: Chief Executive Officer

Base Wage: Dependent on Experience

Status: Full Time – Twelve Month

FLSA: Exempt

Created: October 6, 2016

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Position Summary

The Facilities Manager is a hands-on building maintenance specialist and property administrator, who organizes and implements a comprehensive program of maintenance, custodial and housekeeping services. The Facilities Manager oversees a staff that provides and maintains, in an efficient and economical manner, the facilities, grounds, equipment, and furnishings of Bear Creek Community Charter School, so that students, staff, and the community are assured of clean, safe, attractive, and healthy places in which to learn and work.

The Facilities Manager is responsible for the appearance, safety and functionality of the Bear Creek Community Charter School's buildings, grounds, and equipment; managing a broad range of operations that allow the School to function efficiently and safely. The Facilities Manager manages the day to day maintenance operations of all school facilities and facility equipment, and collaborates with others relating to future planning for facility operations.

The Facilities Managers supervises the School's custodians and housekeeping staff.

Essential Functions

1. Lead, organize, manage, and supervise all maintenance and custodial operations in compliance with all applicable federal, state, and local laws and regulations, and school policies and procedures.
2. Develop and implement a comprehensive maintenance plan that is both corrective and preventative for the upkeep of all facilities, grounds, and the major facilities systems (HVAC, mechanical, plumbing, electrical, and structural). Provide an efficient work order system for repairs of facilities and equipment that ensures that all maintenance and repairs are completed in a timely fashion, and provide regular work order status reports to the Chief Executive Officer and school leadership team, as requested.
3. Oversee ongoing preventative maintenance, inspections, repair and cleanliness of all school-owned motor vehicles and equipment. Maintain organized vehicle and equipment records.

4. Recommend facility improvement and modernization to improve the school's systems, equipment, and facilities.
5. Recommend policies and procedures related to facilities and facilities equipment. Develop a custodial services plan that outlines the tasks of and expectations for custodial and housekeeping employees, indicating a detailed daily and periodic schedule for cleaning and simple repairs of the facilities. Establish and implement an effective summer and non-school day program of specialized cleaning and repairs.
6. Supervise a personnel management program for the custodial and housekeeping personnel that includes a recruitment and selection process, and a written evaluation process that incorporates the recommendations of school leadership. Recommend the continued employment, discipline, or dismissal of all custodial and housekeeping personnel.
7. Develop and supervise work and vacation schedules for all custodial and maintenance personnel, including substitutes.
8. Monitor and approve time records of all custodial and housekeeping personnel, and approve all overtime using established procedures and budgets.
9. Establish and implement a program of safety and accident prevention for all employees, including safe and proper use of equipment, vehicles and materials, identification and prevention of hazards, and prevention of accidents and injuries. Work cooperatively with school leadership, community and state agencies, including the police, fire, emergency, and health departments, to ensure that high standards of health, sanitation, and safety are maintained. Be an actively engaged participant in the School's Safety Committee.
10. Provide a regular program of staff development to promote safety, cleanliness, efficiency, effective procedures, communication skills, work attitudes, and ethics. Develop and implement in-service programs and activities for staff members.
11. Provide and monitor a system of regular building, equipment, and grounds inspections to meet all federal, state and local requirements. Document and submit reports to the Chief Executive Officer in a timely manner.
12. Conduct regular inspections of all school facilities, grounds, and equipment to ensure that high standards for cleanliness, attractiveness and safety are maintained. Recommend any improvements needed to the Chief Executive Officer.
13. Monitor and recommend systems and procedures to ensure the security of all facilities.
14. Work collaboratively with the school's Business Manager and Chief Executive Officer to develop the school's operating budget, and then administer the approved budget, following all school procedures and collecting all required documentation.
15. Maintain current drawings and engineering records describing school facilities, equipment, and grounds.

16. Maintain operating manuals and service records for all school equipment following prescribed protocols.
17. Collaborate with the school's Business Manager to maintain an accurate inventory of fixed assets.
18. Maintain an inventory control system and purchase supplies, parts, and equipment through the established process that follows federal, state and local regulations.
19. Collaborate with the Chief Executive Officer and Board of Trustees on the school's long-rang facilities plan.
20. Review specifications and recommend contractors to perform maintenance and repair services, using established procedures. Supervise and inspect the work performed and recommend payment upon satisfactory completion of the work.
21. Develop, implement and monitor an effective grounds maintenance program, including playground equipment, to ensure that the grounds are attractive and safe. Work cooperatively with school staff in the preparation of playing fields and school facilities for athletics and school activities.
22. Communicate regularly with the Chief Executive Officer, school leadership team and appropriate staff about the needs, procedures and regulations for the effective operation of the buildings and the maintenance and custodial programs of the school, so that cooperative working relationships with building staff are encouraged and maintained.
23. Supervise removal of snow and ice so that safe conditions exist and schools can be opened in a timely manner.
24. Develop, implement, and monitor an energy conservation program, making recommendations for efficiency and reduction in the costs of operating the facilities.
25. Provide and maintain an efficient and effective waste disposal system with provisions for recycling of all waste permitted by local and state regulations.
26. Operate electronic and other equipment needed to carry out job functions and responsibilities.
27. Maintain effective communications with students, staff, and parents to elicit support and to seek perceptions and ideas for the improvement of the facilities.
28. Research and make recommendations for improvement in the effectiveness and efficiency of the repair, maintenance, and cleaning services so that attractive, healthy, and safe facilities are provided.
29. Attend required meetings and serve, as appropriate on staff committees.
30. Notify and assist the administration and appropriate emergency personnel of any emergency, and potentially dangerous or unusual situations. Actively participate in school emergency planning and training.

31. Understand and communicate current developments in the repair, maintenance, and custodial areas through reading, participation in appropriate workshops or meetings, and involvement in professional organizations.
32. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
33. Use computers and/or electronic equipment to fulfill job functions.
34. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
35. Work to avoid the appearance of any conflict of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
36. Adhere to the Staff Handbook, school procedures and protocols local, and all local, state and federal laws.
37. Perform any other duties and responsibilities as assigned, and not otherwise prohibited by law or regulation.

Minimum Qualifications

The minimum qualifications or standards required to perform the essential job functions are:

1. Have experience in property management, HVAC, or electrical design, installation and maintenance.
2. Demonstrate knowledge of construction codes, health and safety regulations,
3. At minimum, the successful candidate will be a high school graduate. College degree, trade/technical training and/or professional certification or licensure preferred.
4. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
5. Have excellent leadership and organizational skills and the ability to motivate people.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

9. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Obtain the appropriate state and federal background checks and clearances required for ongoing employment in a public school setting.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation.
13. Meet such alternatives to the above qualifications as the Chief Executive Officer may find appropriate and acceptable.

Core Competencies

The successful candidate for this position must be able to demonstrate the following core competencies:

Core Competency	Description/Characteristics
Action Oriented	Enjoys working hard; is action oriented and full of energy for the things that he/she sees as challenging; not fearful of action with a minimum of planning; seizes opportunities when they arise.
Approachability	Is easy to approach and talk to; can be warm, pleasant and gracious; is sensitive to and patient with others; builds rapport well.
FacAuthority Relationships	Responds and relates well to bosses or supervisors; would ho out of his/her way to work hard for their direct report; is easy to challenge and develop; is comfortably coachable.
Composure	Is cool under pressure; does not become cynical, moody or hostile when times are tough; is considered mature; can be counted on to hold things together during rough times; can manage personal stress; is not knocked off balance by the unexpected.
Customer Focus	Is dedicated to meeting the expectations and requirements of internal and external customers (students, parents, staff and general public); gets first-hand customer information and uses it for operational improvements; talks and acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.
Dealing with Ambiguity	Can effectively cope with change; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; doesn't have to finish things before moving on; can comfortably handle risk and uncertainty.
Ethics and Values	Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and tough times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.
Informing	Provides the best information people need to know to do their jobs and to feel good about being a member of a team; provides direct information to individuals so they can make accurate decisions; is timely with information.
Integrity & Trust	Has an uncomplicated and uncompromising understanding of right from wrong, both publicly and privately. Demonstrates courage of conviction for what they believe. Is widely trusted and is respected as a direct, truthful individual. Keeps confidences; doesn't blame others for his/her own mistakes.
Interpersonal Skills	Listens effectively and communicates ideas and opinions clearly. Is assertive while showing respect and positive regard for others. Demonstrates an appreciation for people with different backgrounds and points of view.

Core Competency	Description/Characteristics
Learning on the Fly	Learns quickly when facing new problems; a relentless and versatile learner; open to change; analyzes both successes and failures for clues to improvement; experiments and will try anything to find solutions; enjoys the challenge of unfamiliar tasks; quickly grasps the essence and the underlying structure.
Organizing	Can marshal resources to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges information and files in a useful manner.
Organizing and Problem Solving	Can orchestrate multiple activities at once to accomplish a goal; uses time and resources effectively and efficiency; arranges information in a useful manner; solves problems with effective solutions; asks good questions and probes all fruitful sources for answers; looks beyond the obvious and doesn't stop at the first answers.
Organizational Agility	Knowledgeable about how organizations function; knows how to get things done through both formal channels and the informal network; understands the origin and reasoning behind key policies, practices and procedures.
Perseverance	Pursues everything with energy, drive, and the need to finish; seldom gives up before finishing, especially in the face of resistance or setbacks; can be counted on to exceed goals.
Priority Setting & Time Management	Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; uses time effectively and efficiently; eliminates roadblocks and creates focus; sets priorities.
Results Orientation	Stays the course from start to finish; does not confuse effort with results; separates what is important from what is not. Is action-oriented and full of energy for things that he/she as challenging; not fearful of action with a minimum of planning.
Technical Skills and Learning	Has the functional and technical knowledge and skills to do the job at a high level of accomplishment; picks up on technical things quickly; can learn new skills and knowledge.

Other

The Facilities Manager must be physically able to operate a variety of equipment mechanical equipment, electronics and motor vehicles; must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.

While performing the functions of this job, the employee is occasionally exposed to extreme cold, extreme heat, risk of electrical shock, work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, wet or humid conditions. The noise level in the work environment is usually loud.

While performing the functions of this job, the employee is regularly required to use hands to finger, handle, or feel, talk or hear; and frequently required to stand, walk; occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 50 pounds.

Employee must be willing to work additional hours/overtime as requested, including responding to issues arising after normal business hours and on weekends.

The position requires the ability to:

- Compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.
- Speak and signal people to convey or exchange information. This includes giving instructions, assignments or directions to staff members or subcontractors.
- Read a variety of correspondences, technical manuals, trade journals, etc. Requires the ability to make presentations, provide instruction, prepare reports, forms, system documentation, etc. using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control and confidence.
- Apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.
- Record and deliver information, to explain procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including computer terminology, and with both students of various age groups and abilities, along with adults.
- Utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; understand and apply principles of statistics and statistical inference.
- Inspect items for proper length, width and shape.
- Coordinate hands and eyes rapidly and accurately in using computer and other equipment.
- Handle a variety equipment, including motorized vehicles. Must have minimal levels of eye/hand/foot coordination.
- Differentiate between colors and shades of color.

- Specific vision abilities including close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.
- Deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.
- Talk and hear. Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear. Must be able to communicate via telephone.

Disclaimer

The preceding job profile has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.