
GENERAL INFORMATION

Job Title: Facilities Director
Direct Supervisor: Head of School
Status: Salary/Full Time

ROLE PURPOSE

The Facilities Director will manage security, transportation, and grounds. The director will be directly responsible for all campus buildings.

RESPONSIBILITIES**I. Security**

- Gate codes and alarm systems
- Main contact for fire and security calls.
- Supervise security officers.
- Provide crisis management training for staff and faculty.
- Oversee Raptor system for screening visitors on campus.
- Update parking lot striping as needed/fire lanes.

II. Facility Management

- Manage outside vendors/contractors and maintenance contracts.
- Create a ticketing system for facility repairs/requests.
- Supervise janitorial vendors/contracts.
- Equipment repair
- Implement preventative maintenance of facilities.
- Manage pest control with vendor.
- Be responsible for ordering, delivery and installation of furniture and equipment.

III. Facility Reservation and Campus Event Set Up

- Create a ticketing system for facility reservations/event set ups.
- Provide set up and tear down for school events.

IV. Transportation

- Oversee Transportation Department/Manager.

V. Construction

- Coordination of major construction projects.

VI. Grounds

- Secure and supervise lawn mowing and landscape services.
- Supervise playground systems for compliance and maintenance/repairs.
- Secure and maintain perimeter fencing.
- Maintain appropriate signage for campus.

OTHER SKILLS REQUIRED

- Strong character and Christian testimony.

EDUCATION / EXPERIENCE

- Experience managing mid to large facilities.
- School or church facility management a plus