



Building and Grounds Manager

JOB BRIEF

- The Building and Grounds Manager oversees and manages the organization's daily facility usage and provides for the availability and accessibility of the facilities for its stakeholders.
- The Manager is responsible for overseeing all aspects of the building's functionality and safety, including routine maintenance, repairs, cleaning, and compliance with regulations, ensuring a safe and efficient working environment for all stakeholders by managing the building's upkeep and coordinating with contractors.
- The manager is responsible for obtaining project quotes from vendors and oversees and manages all contractors and service providers while performing their service.
- The manager ensures the organization adheres to all safety regulations by conducting safety inspections and implementing safety procedures.
- The manager is a member of the organization's emergency response team and performs emergency response and supervisory duties during emergencies.

POSITION

- Hourly, non-administration, contracted 12-month employee.
- Reports to the Director of Business Operations.

GENERAL QUALIFICATIONS

- A Bachelor's Degree in facilities management, construction management, or a related field.
- Previous experience as a maintenance technician or similar role within a facility management setting or educational institution.
- Maintain current CPR and first aid certifications.
- Knowledge of preventative maintenance practices.
- Clear and effective communication skills.
- An understanding of building codes and safety regulations.
- An ability to prioritize tasks and manage deadlines.
- Have received Jesus Christ as his/her personal Savior.
- Be in whole-hearted agreement with Oasis Christian Academy's Statement of Faith, Ten Essentials, and Christian philosophy of education and spiritual maturity, academic ability, and personal leadership.
- Be a Christian role model in attitude, speech, and actions toward others.
- Provide a local church attendance and involvement verification form to the Head of School.

RESPONSIBILITIES

- Meet regularly with the Director of Business Operations to offer suggestions, provide feedback, discuss the facilities, and receive directions.
- Work with the administrative staff in planning and organizing programs, facility improvements, and acquisitions to meet the needs of faculty, staff, and students.
- Coordinate and schedule with the Principals all facility usage that impacts their division.
- Contact vendors regarding the scheduling of services and supplies.
- Oversee outside vendor work while they are present on the campus.
- Inform the Director of Business Operations if unable to fulfill any assigned duties in a timely manner.
- Coordinates the end-of-year furniture and equipment inventory and the end-of-year faculty and staff maintenance and repair request forms.

FACILITIES AND PROPERTY MANAGEMENT

- Provide leadership and oversight of the school's facilities and physical assets under the leadership of the Director of Business Operations.
- Ensure that relevant planning and construction processes are supervised in line with contractual obligations.
- Ensure the safe maintenance and secure operation of all school premises.
- Mend, repair, or obtain quotes to replace damaged, old, or worn-out equipment or school assets.
- Manage the maintenance of the school site, including the purchase and repair of all furniture and fittings.
- Ensure the continuing availability of utilities, site services, and equipment.
- Follow sound practices in estate management and grounds maintenance.
- Monitor, assess, and review contractual obligations for outsourced school services.
- Ensure ancillary services e.g., repairs, cleaning, etc., are monitored and managed effectively.
- Ensure a safe environment for the stakeholders of the school to provide a secure environment in which due learning processes can be provided.
- Manage the letting of school premises to external organizations for the development of extended services and local community requirements.
- Plan and maintain comfortable, attractive facilities conducive to learning.

HEALTH AND SAFETY

- Cooperate with the administration, teachers, and staff in implementing all safety and operational policies, procedures, and directives governing the operation of the school.
- Know the procedures for dealing with emergency situations.
- Conduct required emergency safety drills in coordination with school administration.
- Report any observed safety, health, and maintenance needs to the appropriate individuals.
- Plan, instigate, and maintain records of fire practices and alarm tests.
- Ensure the school's written health & safety policy statement is clearly communicated and available to all people.
- Ensure the health & safety policy is implemented at all times, put into practice, and is subject to review and assessment at regular intervals or as situations change.
- Enable regular consultation with people on health and safety issues.
- Ensure systems are in place to enable the identification of hazards and risk assessments.

- Ensure systems are in place for effective monitoring, measuring, and reporting of health and safety issues to the school leadership.
- Ensure the maximum level of security consistent with the ethos of the school.

AUXILLARY DUTIES

- Pressure cleaning and upkeep of the exterior property.
- Vehicle maintenance, upkeep, and preparation for use on field trips and sporting events.
- Occasional vehicle driving.
- Repair and mend worn library resources.
- Light housekeeping duties.