

# FACILITIES MANAGER

## School Overview

pilotED Schools Bethel Park is a nationally-recognized elementary school that seeks to empower the way students see themselves and the world around them using an approach centered in social identity development, civic engagement, and academic excellence. From our daily identity-based classes to our sports programming and civic engagement opportunities, pilotED actively promotes an enriching lifestyle for our students and families to forever interrupt generational cycles of poverty.

## Position Overview

Ensuring that pilotED Schools' campus remains beautiful, clean and functional for our students and staff, the facilities manager is the caretaker of the school building inside and out. Reporting to the Director of Business & Operations, the facilities manager is responsible for developing procedures for and executing maintenance, cleaning, and grounds keeping.

## Roles/Responsibilities

### Maintenance

- Inspect and troubleshoot heating, ventilation, air conditioning, electrical, lighting, and hydraulic systems to ensure functionality;
- Complete non-routine job orders;
- Collaborate and manage with vendors to resolve all identified issues.

### Custodial Management

- Routinely clean school spaces throughout the school day (e.g. remove garbage, restocking disposables, cafeteria, etc.);
- Complete emergency cleaning orders;
- Collaborate with janitorial team to deep-clean and sanitize all spaces overnight (washing and sanitizing toilets, sinks, vacuuming carpets, sweeping and mopping floors, etc.).

### Grounds Keeping

- Works alongside lawn service provider and oversee grounds to ensure a manicured look (lawns, bushes, trees, parking lot, etc.);
- Operate snow removal equipment to keep all walkways and building entrances cleared and safe.

## Qualifications

### Mission Requirements

- Entrepreneurial mindset with a passion for creating systems, working as a team, and being a part of a growing organization;
- Quick-thinker, solutions-oriented, and thrives in a fast-paced environment;

- Committed to meeting the needs of a diverse population including race, gender, ability, religion, sexual orientation, geography, and any other identity-based attributes;
- Committed to restorative justice and identity development approaches;
- Willingness to grow through ongoing constructive feedback and professional development;
- Committed to engage and/or lead in community and school events;
- Committed to build relationships with families and coworkers and create a dynamic environment;
- Work early morning and/or late nights shifts.

#### Knowledge/Skill Requirements

- High school diploma/GED required;
- Experience working in a school environment preferred;
- Proven working experience in maintenance, custodial, and/or ground keeping jobs;
- Strong knowledge on the use of industry chemicals, supplies, and equipment (floor buffers, industrial floor washers, etc.);
- Expert-level mechanical skills (fix small building problems, leaky faucets, faulty light switches, etc.);
- Work well under minimal supervision;
- Ability to attend annual summer off-site professional development;
- Understanding of state and federal requirements specific to your position;
- Strong interpersonal and team building skills;
- Strong ability to work with flexibility;
- Excellent organization skills and consistency in meeting deadlines;
- Language: English proficiency required;
- Physical Requirements: While performing the duties of this job, the employee is regularly required to talk, hear, stand, walk, and lift/move objects up to 50 pounds. The facilities manager must have the strength and stamina to lift heavy objects and spend most time on their feet. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus;
- Must pass all federal and state background checks.

#### **Equal Opportunity Employer**

*pilotED Schools is an equal-opportunity employer that actively seeks to hire and retain a diverse, passionate, and dedicated team. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. All employment decisions will be made solely on the basis of the individual's qualifications as related to the requirement of the position being filled.*