

## Part-Time Facilities Manager

### Job Overview:

Universal School is seeking a detail-oriented and proactive Part-Time Facilities Manager to oversee the maintenance, safety, and operational efficiency of our school building and grounds. The ideal candidate will have strong organizational skills, technical knowledge, and the ability to manage multiple priorities effectively.

### Key Responsibilities:

- Develop and manage vendor contracts for essential services (e.g., lawn care, snow removal, boiler maintenance)
- Create and implement a comprehensive maintenance schedule for the entire facility
- Procure building-related equipment as necessary
- Oversee custodial work and provide support when needed
- Ensure compliance with all COO, fire, health, and other related inspections
- Maintain property safety, including managing transportation flow and responding to potential threats
- Oversee security management systems and protocols
- Maintain accurate inventory lists of school building assets
- Perform general building maintenance tasks, both indoors and outdoors
- Manage storage areas and organize school-wide repairs
- Lead and coordinate emergency evacuation processes
- Oversee waste disposal and recycling programs

### Qualifications:

- Previous experience in facilities management, preferably in an educational setting
- Strong knowledge of building systems, safety regulations, and maintenance practices
- Excellent organizational and time management skills
- Ability to prioritize tasks and manage multiple projects simultaneously
- Good communication skills to interact with staff, vendors, and regulatory agencies
- Flexibility to respond to emergencies and work occasional evenings or weekends as needed

### Physical Requirements:

- Ability to lift up to 50 pounds
- Capable of climbing ladders and working at heights
- Comfortable working in various environmental conditions (indoor and outdoor)

### Hours:

This is a part-time position with flexible hours, typically ranging from 20-25 hours per week. Some on-call availability may be required for emergencies.

Compensation:  
\$21-\$23/hour

How to Apply:

Interested candidates should submit a resume and cover letter detailing their relevant experience and qualifications to [HRassistany@myuniversalschool.org](mailto:HRassistany@myuniversalschool.org).

Universal School is an equal opportunity employer.