



## OAKLAND MILITARY INSTITUTE COLLEGE PREPARATORY ACADEMY

3877 Lusk Street | Oakland, CA 94608 | 510 594 3900 | oakmil.org

### **Job Description: Facilities Manager**

Classified: Exempt

Work Year - 260 days

#### SUMMARY DEFINITION

Under direction of the Chief Financial Officer, organizes, posts, and maintains complex records relating to facilities use; accurately prepares appropriate memos concerning facilities; handles incoming traffic and calls relating to facilities; initiates and receives telephone calls and in-person contacts; composes correspondence and answers questions related to facilities; interfaces with members of the public, staff, and local government agencies; learns and applies specialized and technical procedures and performs related duties and responsibilities as required or assigned.

#### ESSENTIAL DUTIES/ RESPONSIBILITIES

- Compile and maintain basic record systems and files on facilities reports, correspondence, and other communications regarding facilities use.
- Organize, maintain, and service OMI facilities.
- Ensure school staff adhere to facilities safety per local and state code requirements and general best practices (extension cords, storage, etc.).
- Serve as an interface between Educational Services, Human Resources, and Business Services administrators relating to OMI facilities.
- May respond to any facility-related emergency 24 hours a day, seven days a week.
- Work cooperatively and effectively with faculty and staff, without direct supervision on some assigned projects.
- Work with Business Services and other OMI personnel in coordinating matters relating to facilities.
- Assist in moving and arranging furniture and equipment, and setting up rooms.
- Prepare fields for special events and/or athletic events at the secondary level.
- Take care of equipment and materials and make minor nontechnical repairs; replace lights; adjust shades or blinds, furniture and desks; change heating filters.
- Inspect grounds, parking lots, and sidewalks and report any unsafe conditions.
- Inspect for and report safety problems that cannot be easily remedied.
- Properly dispose of hazardous and infectious materials in accordance with charter policies and procedures.
- Keep informed of current methods, practices, regulations and guidelines pertaining to charter plant operation and maintenance.
- Serve as the liaison between OMI and contractors for facilities upgrades or cleaning.
- Participate in a thorough cleaning and restoration of school plant during summer vacation and other periods; wash, remove, and stack furniture; wash walls and woodwork; wash



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whiteboards; strip floors using power equipment; seal and wax floors; paint exterior and interior walls.

- Serve as the main point of contact for inspections
- Oversee custodial personnel
- Oversee night staff
- Other related duties as assigned.

### QUALIFICATIONS

The Oakland Military Institute – College Preparatory Academy (OMI) determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting the prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

#### **Knowledge of:**

- English grammar, spelling, and arithmetic.
- Letter writing and composition.
- Modern office methods, procedures, terms and equipment.
- Computer systems including school facility scheduling, spreadsheet and word processing software.
- Good vocabulary.
- Principles of staff and public relations.
- Safe working methods and procedures.
- Facilities use and objectives.

#### **Ability to:**

- Read, understand, explain, and apply technical facilities use, athletics, educational, business, and personnel policies and materials that have legal implications.
- Operate standard office equipment including computers.
- Follow oral and written instructions.
- Establish and maintain effective relationships with OMI staff, staff from local governmental agencies, personnel representing community organizations, and individual members of the public.

### EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:



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Experience: Four years of responsible facilities experience, including responsibility for accurate recordkeeping.

Education: Graduation from high school; possession of AA degree or equivalent preferred, including or supplemented by training in use of computers and office practices.

### OTHER REQUIREMENTS

Physical Requirements: Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist; reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information in person or on the telephone and to make presentations.

Personal Qualities: Appearance, grooming and personality that establish a desirable example for students.

*Oakland Military Institute – College Preparatory Academy is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin. We actively strive to build a diverse and experienced team of educators. Reasonable accommodations are made under the Americans with Disabilities Act as required by law.*