



AIMS K-12 College Prep Charter District

Title: Facilities Manager

Category: Classified

Work Year: 12 Months

Employment Type: Full time

Starting Range: \$98,031.60-\$104,047.47

FLSA: Exempt

Supervisor: Superintendent

JOB GOALS:

Under the Superintendent of Schools and/or designee, organize, manage and administer assigned programs and activities related to school facilities. Assist with the acquisition of property and support with the creation of facilities plans. The facilities manager will manage and monitor the maintenance and repair of all AIMS facilities including renovation and new construction.

ESSENTIAL JOB DUTIES:

- Knowledge, familiarity, and experience with property and facility management techniques and industry standards.
- Management and Implementation of procedures, and practices in the planning, design, construction, rehabilitation, maintenance, and operation of school buildings and facilities; requirements of the Public Contract Code, State Education Code, State Allocation Board, Division of State Architect, and Office of Public School Construction as they apply to the school facility planning and construction process.
- Basic knowledge of, and experience with, public school or private construction and modernization design and construction projects.
- Oversee the facilities department staff and all operations
- Lead the coordination and monitoring the work of outside vendors/contractors and in-house facilities staff.
- Grants writing/administration – Assist in seeking out and applying for other sources of facility funding (e.g. energy efficient savings grants, facilities grants, etc).
- Oversee Community Use Policy/Use of Facilities – includes permit applications and charges to users.
- Oversee city inspections and keep up to date/ and or apply for city permits.
- Provide leadership and training for the professional development of site leaders regarding facility requirements.
- Conducts monthly facilities inspections,
- Ensure compliance of district CAL OSHA, Alameda County Health Department, CDE and other regulatory standards.
- Develop, establish, and maintain District-wide equipment, materials, performance, and task standards for the work of site facilities, grounds, and custodial staff.
- Plan and oversee summer deep cleaning activities, coordinating with vendors and the Head of Schools or Designee.

- Develop and evaluate custodians/maintenance staff/vendors ensuring adequate levels of safety and skills training, efficient utilization of resources, high productivity, and a high morale work environment.
- Conducts and documents regular facility inspections
- Checks completed work by vendors and contractors
- Forecasts, allocates, and supervises the financial and physical resources of the facility management.
- Provide training to staff and site leaders regarding fire drills, earthquake, and active shooter drills with the sites.
- Conduct and track monthly fire drills, and earthquake and active shooter drills with the sites.
- Assists in developing furniture and equipment purchasing processes and recommendations
- Initiates procurement of storage containers, moving services, packing boxes, and other related vendors and contractors for construction and other projects.
- Communicates with district-wide staff regarding utility conservation, energy efficiency, peak pricing, and other utility issues.
 - Oversee maintenance and usage of district equipment and vans/transportation vehicles.
 - Manager energy efficiency improvement projects and conservation programs at district and school site levels as appropriate.
 - Assist in the procurement of new AIMS facilities and long term facilities plan
 - Manage/Update Safe Schools Plan
 - Present department updates to Superintendent or BoD as instructed
 - Develop and deploy cost saving measures across the district where/when available
 - Oversee asset management and CMMS systems for facilities department
 - Solicit, review, and negotiate bids for repairs and projects
 - Maintain owner manuals/information, asset lists, schedules and maintenance records
 - Manage the fire, safety, and security systems
 - Other duties as assigned

REPRESENTATIVE DUTIES:

(Incumbents may perform any combination of the essential functions shown below.

This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to reflect the principal job elements accurately.)

QUALIFICATIONS:

High school diploma or equivalent

Supervisory experience (required)

Budget management experience (required)

5-10 years experience in facility maintenance or construction (required)

Knowledge of basic electrical, plumbing, HVAC, and carpentry principles

Ability to read and interpret blueprints, schematics, and technical manuals

Strong problem-solving and troubleshooting skills

Proficient in the use of hand and power tools

Excellent communication and customer service skills

Ability to lift and move heavy equipment and materials

Experience working in a school environment (preferred)

Experience with CMMS systems (preferred)

Communication skills a plus

Licenses & Certificates:

A valid driver's license. Must be eligible to meet the requirements of AIMS vehicle use policy.

Requires fingerprint clearance from the Department of Justice and TB clearance.

KNOWLEDGE AND ABILITIES:

- Aid in the design of appropriate, effective, efficient, and safe facilities.
- Understand and work effectively with people from different cultures.
- Pay attention to detail and follow through.
- Work on multiple projects, issues, and tasks at any one time.
- Meet schedules and timelines.
- Initiate, and recommend actions and resolutions to problems.
- Interpret data from a variety of sources to extract necessary data for the preparation of plans and reports.
- Listen and analyze problems and develop solutions.
- Conduct research, prepare, and present oral and/or written reports and represent the District.
- Control the quality of projects, schedules, and budgets.
- Perform a wide range of professional, administrative, advocacy, and liaison duties involved in the facility planning process
- Establish and maintain effective working relationships with District administrators and representatives of a wide variety of public agencies, community groups, and private industry.
- Work confidentially with discretion.
- Maintain professional conduct at all times.
- School operations preferred.
- State and local laws related to school construction and construction funding.
- Proficiency in technology, software and hardware, including Word, Excel, and Google Suite.
- Effective written and oral communication using correct English and grammar skills.
- A construction and or engineering license is a plus.
- Project management experience preferred.

PHYSICAL ACTIVITY REQUIREMENTS:

Minimum Work Position (Percentage of Time):

Standing: 30 Walking: 40 Sitting: 30

Minimum Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting (lbs.): 15-18 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1

Climbing Ladders: 2 Climbing Stairs: 2

NON-DISCRIMINATION:

AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities.

Effective:

Board Approved: Pending Board Approval

Board Approved Date: