

Facilities/Maintenance Coordinator

# About TEACH Public Schools

TEACH Public Schools is a growing non-profit Charter School Management Organization designed to significantly increase college entrance and graduation rates for underserved students in Los Angeles. Our mission is to create a high quality, innovative teaching and learning environment that focuses on literacy; integrating state-of-the-art technologies across the core curriculum to achieve academic proficiency for all students. Currently, TEACH Public Schools operates 3 tuition-free, open-enrollment public charter schools in the South Los Angeles area.

# Position Description & Opportunity

# Essential Duties and responsibilities, listed but not limited, below:

**Purpose of the Position**: To ensure all TEACH facilities optimize the learning environment for our students, while operating within budget.

**ADMINISTRATION RELATIONSHIPS**

Directly responsible to the CEO.

**MAJOR DUTIES AND RESPONSIBILITIES**

Facilities Maintenance

* Under the direct supervision of the Executive Director/CEO, lead the coordination of maintenance, repair, and improvements to TEACH facilities.
* Make major structural installation, maintenance and repairs to buildings including roofs, walls, plumbing, electrical, flooring
* Meet weekly with maintenance staff and site principals to ensure their needs and the needs of the school are met.
* Coordinate with maintenance staff (school site) to ensure overall cleanliness of school.
* Assist each school site with the implementation of safety plans.
* Administer the operations of facilities management, project management, school security, and building/OSHA compliance.
* Conduct long-term planning for capital improvements
* Oversee and manage capital improvement process
* Build the capacity of each school site to manage facilities repairs and maintenance.
* Work with the CFO/COO to establish organization’s annual budget regarding facilities costs.
* Work with the CFO/COO, Executive Director/CEO and site principals to establish an initial school-level budget so that the school’s leadership team can achieve the goal of sustaining outstanding academic performance while operating within their budget.
* Facilitate competitive bidding process to secure purchasing agreements that maximize cost savings and quality of services for initial turnaround school.
* Approve all school facility related vendors after vetting them by performing verification of licenses, insurance requirements, references, and interviews.
* Perform other duties as needed.

# QUALIFICATIONS & COMPENSATION

Qualifications

* Bilingual in Spanish preferred
* Detail oriented
* Ability to multi-task
* 4-5 of construction/building trades experience
* Customer Service oriented
* Ability to interface with various levels in the organization
* Ability to adapt to a fast paced transforming environment
* Experience leading teams on construction projects

Requirements

* Driving up to 50%
* Ability to lift up to 35 lbs

Salary Range: 125k – 150k

DISCLAIMER: This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between the Institution and its employees.