



BUILDING MANAGER

GENERAL RESPONSIBILITIES

Perform basic diagnostics maintenance and repair of building systems, equipment inspection, and the preventative maintenance in school building(s) and facilities. This position works collaboratively with the school administration and staff to provide a clean, safe, and functional facility that enhances the educational experience.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Evaluate projects, determine feasibility, scope of work, estimates material, and personnel requirements.
- Assist supervisor in leadership and management functions in the shop.
- Inspect work performed by contractors and internal staff; evaluate and make recommendations to supervisor.
- Manage the maintenance requirements of assigned schools/facilities in a geographic zone through work orders, preventative maintenance requirements, emergency calls, etc.
- Read and interpret blueprints, plans, specifications and drawings to determine job requirements.
- Assist in writing specifications and reviewing plans.
- Assist in the preparation of the annual budget.
- Operate work truck and supervise accompanying personnel.
- Manage communication with dispatch, other craftsmen, supervisor, and administrative staff.
- Communicate and coordinate work with other trades as necessary.
- Collaborate with school personnel regarding job requests and outcomes.
- Operate tools and equipment associated with the trade.
- Maintain accurate work order records and parts inventory.
- Maintain a clean, safe, and organized workspace.
- Evaluate equipment and building systems.
- Procure parts and services with vendors.
- Coordinate warranty repairs.
- Perform related work as required.

DUTIES ASSIGNED TO SPECIFIC JOB FUNCTIONS

- Repair and maintain the following areas: HVAC, electrical, plumbing, filters, carpentry, paint, locks, doors, windows, intercoms, security, roofing, tile, flooring, cabinetry, ceiling tile, plaster, drywall, and furniture, as needed.
- Daily inspection of the building and systems to determine the material condition
- Submit work orders to Maintenance Services for major repairs
- Provide weekly work order status reports to Supervisors and school Administration
- Make repairs to various flooring systems
- Install filters in HVAC equipment
- Make minor repairs to furniture and coordinate furniture removal
- Conduct assessments of school building/facilities post storm/weather events

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the common practices, tools, terminology and safety precautions of a trade; knowledge of the use and characteristics of common building materials; ability to use and operate tools and machinery associate with trade; thorough knowledge of hazards and safe precautions associated with the trade; ability to plan, organize and successfully complete multiple, unrelated simultaneous projects; ability to provide and follow oral and written instructions; demonstrate leadership and organizational skills; ability to estimate material and time required for various jobs; ability to interpret technical documents, drawings, blueprints, etc.; ability to establish and maintain effective working relationships with associates. Proficient in the use of computers and job-related software.



EDUCATION AND EXPERIENCE

Required:

High School Diploma, GED, or completion of a vocational program.

Minimum seven (7) years of experience in the trade.

Preferred:

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.

Frequent walking, standing, bending, stooping, crouching, grasping, fingering, repetitive motion, reaching, and driving. Occasional sitting, balancing, climbing, kneeling, and crawling. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, unpleasant odors, hazards such as electric current, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 pounds frequently and over 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

FLSA Status: Non-Exempt	Description: 7/18,7/20
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