



JOB TITLE: Facilities Manager
DEPARTMENT: Facilities
SUPERVISOR: VP of Operations/COO

MAJOR PURPOSE:

Provides the overall vision, leadership and management of the Facilities department while overseeing high quality maintenance for campus facilities, equipment, and property. This position must balance technical maintenance with good people skills. Primary responsibilities include coordinating general site maintenance and building repair operations; processing and scheduling work-orders; supervising and training maintenance personnel; managing outside vendors/contractors; and ensuring compliance to safety standards. This position is on-campus with remote work opportunities with supervisor approval.

ESSENTIAL FUNCTIONS:

Responsible for supervision and management of the Facilities department. Customarily and regularly exercises discretion and independent judgment in the following areas:

- Providing leadership to staff including hiring and training of staff and student employees; coordination of work schedules; and conducting regular maintenance staff meetings for training and culture building.
- Ensuring compliance with health and safety regulations.
- Ensuring facilities and equipment are operational
- Maintains files of warranties, records, licenses, inspections, service agreements, and contracts for various pieces of equipment.
- Inspecting and repairing electrical and plumbing services.
- Managing janitorial duties.
- Coordinating building, grounds, and equipment maintenance services.
- Overseeing refurbishments and renovations.
- Collaborates to prepare and implement the budget.
- Performs other related duties as assigned.
- Ensure the documentation and mechanical maintenance of all University owned vehicles
- Ensuring preventive maintenance on all systems including: heating, ventilation, and air conditioning; hot water; plumbing; electrical; roofs; painting, etc.
- Negotiate and manage vendor contracts for services (e.g. pest control, landscaping, etc.)
- Any and all other duties as assigned

QUALIFICATIONS

EDUCATION/CERTIFICATIONS:

High School Diploma required

REQUIRED EXPERIENCE/KNOWLEDGE:

- At least 3+ years in facilities management
- Demonstrated managerial experience and knowledge of facilities operation and budget
- Operator certification for material handling/construction related equipment

SKILLS/ABILITIES:

- Project management skills
- Good organizational skills
- Multitasking ability
- Excellent written and verbal communication
- Exceptional interpersonal skills
- Good time management
- Multitasking ability
- Proficient in Google Workspace and Microsoft Office applications and other computer programs necessary to complete tasks

WORKING ENVIRONMENT:

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. The employee shall conduct himself/herself in a manner consistent with the Community Covenant and Statement of Faith. Additionally, the employee may play a formative role in the spiritual lives of students in a manner consistent with the Community Covenant and Statement of Faith. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS:

The employee must have the ability and mechanical understanding of the following machines, tools, and other special equipment used to perform job duties: Hand and small power tools, ladders, shovels, vacuums, knowledge of HAZMAT regulations

VEHICLES OR MOVING EQUIPMENT DRIVEN AS PART OF JOB: Scissor lift, forklift, and mowers.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 50 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date