

# ICS Facility Manager Job Description

The Facility Manager will ensure the functionality, safety, **cleanliness**, and overall upkeep of the building and grounds. This includes **daily custodial duties and school cleaning**, overseeing maintenance and repairs, managing operations, and supervising budgets and contractors to maintain a safe, clean, and efficient environment for all students, staff, and visitors.

## Key Responsibilities

### Custodial Work and Cleaning:

- Perform daily custodial duties to ensure all areas of the school are clean, safe, and ready for use.
- Oversee and directly participate in routine cleaning, including classrooms, restrooms, offices, hallways, and common areas.
- Respond promptly to cleaning emergencies (spills, accidents, etc.).
- Maintain inventory of cleaning supplies and order replacements as needed.

### Maintenance and Operations:

- Oversee and coordinate building maintenance, repairs, and overall upkeep.
- Develop and implement maintenance and custodial schedules and procedures.
- Manage building systems, including HVAC, plumbing, and electrical systems.
- Ensure compliance with all safety regulations and building codes.

### Budgeting and Financial Management:

- Collaborate with the Business Manager to develop and manage facility and custodial budgets.
- Negotiate contracts with vendors and contractors, submitting contracts for School Board approval as needed.

### Project Management:

- Plan and coordinate facility-related projects, including renovations, upgrades, and new installations.
- Manage project budgets, timelines, and contractor performance.

## **Safety and Security:**

- Ensure the safety, security, and cleanliness of staff, students, visitors, and property.
- Maintain and monitor security and fire safety systems.
- Conduct regular facility and safety inspections, addressing any identified hazards immediately.

## **\*Other duties as assigned**

## **Skills and Qualifications**

### **Technical Skills:**

- Knowledge of building systems, custodial procedures, maintenance practices, and safety regulations.
- Ability to diagnose, troubleshoot, and perform minor repairs.

### **Management Skills:**

- Strong leadership, organizational, and communication skills.
- Ability to manage budgets, projects, and cleaning operations.

### **Problem-Solving Skills:**

- Ability to identify, prioritize, and resolve facility and custodial issues quickly and effectively.

### **Interpersonal Skills:**

- Ability to work collaboratively with staff, vendors, and contractors.
- Professional and courteous in daily interactions.

### **Education and Experience:**

- Relevant experience in facility management, custodial services, or a related field is essential.