



Facilities Manager 2023 - 2024

Educational Philosophy, Mission, & Core Values

At Cascades Academy we deliver meaningful, challenging, and experiential education to inspire lifelong learners who are socially responsible individuals ready for a diverse and changing world. This work begins by building a community rooted in **belonging** and **joy** that also **empowers individuality**. With this relational foundation, our teachers ignite **curiosity** and guide students to **embrace challenge** while **learning by doing**. This approach cultivates engaged human beings who are equipped to navigate life with purpose and resilience so as to build a future of impact and meaning. Ultimately, we are in the practice of crafting transformation - both for our students and our world.

Position Overview

Cascades Academy was founded in 2003 with 61 students and a deep commitment to experiential learning, academic excellence, and community engagement. Now in its 20th year, the school resides on an award-winning 51-acre campus located on the Deschutes River. The school has grown to 240 students PK-12.

Due to its small size, ability to attract highly talented and innovative educators and staff, program agility, and location in the outdoor mecca of Bend, Oregon, the school is uniquely poised to become a leader in the innovative, experiential educational landscape.

Cascades Academy seeks an experienced part-time Facilities Manager to oversee the school's lands, campus, physical plant, and vehicle fleet. Ideal candidates will have relevant experience in facilities and fleet vehicle management in an independent school, or similar organization.

Specific responsibilities include:

- To maintain the buildings, systems, grounds, and vehicles
- Develop, maintain, and execute a comprehensive preventative maintenance and plant renewal/replacement program
- To arrange bids and develop specifications for all outside contractual work
- To oversee the work of all outside contractors to ensure compliance with contractual agreements and budgetary guidance

- Maintain records of all maintenance and construction activity such as major renovations, regular preventative maintenance, monthly and annual inspection logs, and required safety inspections
- Coordinate, prioritize, and perform work so that facilities service requests and regular maintenance are completed effectively and efficiently with minimal interruption to campus activity
- Develop, maintain, and report all required environmental, health, and maintenance standards as required by law
- Work as a member of the administration, to ensure compliance with all regional, state, and federal regulations and laws as they impact the school and its infrastructure
- Act as liaison to all vendors who provide services to support the campus and physical plant
- Oversee physical plant safety and contingency systems; generators, fire suppression, security, etc.
- To perform other duties as assigned by the Director of Business & Operations
- To support the school and its leadership

Skills and Knowledge Requirements:

- Excellent relational and emotional intelligence
- Strong organizational skills
- Clear verbal and written communication skills
- Competent understanding and basic repair skills in the areas of, but not limited to, plumbing, electrical, mechanical, access control, and HVAC
- Ability to manage and facilitate operation of on-site well water and septic systems
- Ability to garner and maintain Small Water System Operator's certification
- Basic knowledge of fleet management and vehicle maintenance
- Tech savviness (experience with facilities management systems, software, and data management/tracking)
- Possesses strong analytical, problem-solving, and critical-thinking skills with the ability to manage conflict
- Has excellent executive functioning skills, takes initiative, and follows through in order to achieve goals
- Integrity, sound judgment, self-confidence, maturity, collaborative spirit, and a sense of humor
- Understands, appreciates, and is sensitive to a diverse clientele
- A minimum of at least 3-5 years of facilities management experience

Physical Requirements

- Requires mobility to traverse campus and access all facilities and support infrastructure. This may include moving between buildings multiple times throughout the workday and bending, squatting, stooping, and kneeling.
- Ability to occasionally lift up to 50 pounds.
- Must be able to consistently and clearly communicate with colleagues, vendors, and children.

Position Details

Title	Facilities Manager
Reports to	Director of Business & Operations
Start Date	August 1, 2023
Schedule	.50 (20 hours a week); negotiable
Compensation	Dependent on experience
Benefits	Cascades Academy offers the following benefits to all employees with a .75 or higher position: <ul style="list-style-type: none">● Medical and vision insurance for the employee● 403b retirement plan with 4% employer match● Optional pre-tax flexible spending health and child care accounts● Paid vacation time● 10 paid sick days and 2 personal days per year● Professional development opportunities● Free salad bar● Free after school care for faculty/staff children who are current students● Faculty and staff social opportunities

To apply, please upload a resume, cover letter, and two letters of reference onto the school website employment portal. <https://www.cascadesacademy.org/about/employment>
No phone calls, please.

It is the policy of Cascades Academy to provide equal employment opportunity, regardless of race, color, sex, age, national origin, religion, physical or mental impairment, sexual orientation, veteran's status or any other status protected by applicable law. Specifically, employment opportunities are and shall be open to all qualified applicants solely on the basis of their experience, aptitudes, abilities and training; advancement is and shall be based on the individual's achievement, performance, ability, attitude and potential for promotion.