



FACILITIES MANAGER

Florida Christian School (FCS) is seeking a highly skilled, ministry-minded Facilities Manager to oversee and manage the school's buildings and grounds. This full-time, 12-month administrative role directly supports the Head of School and plays a vital part in ensuring that our campus environment is safe, functional, efficient, well-maintained, and aligned with our mission to develop students with a heart for Christ. The Facilities Manager will lead the Facilities & Maintenance Department, Custodial Department, and oversee operational logistics such as campus calendars, event scheduling, athletic facilities. This position will work with vendors, contractors, and city officials. This role will also be responsible for managing a large operational budget and ensuring that financial resources are allocated effectively and responsibly. This position requires a strong Christian leader with significant experience managing large-scale facilities, construction projects, operations, multiple teams, and complex budgets.

KEY RESPONSIBILITIES

Campus Operations & Facilities

- Manage daily operations of all buildings and grounds.
- Lead the Maintenance team and the Custodial team, ensuring high standards of safety, cleanliness, and functionality.
- Manage and direct all maintenance, repairs, renovations, and improvements across campus.
- Ensure compliance with local, state, and federal building codes, permitting, inspections, and safety regulations.
- Coordinate with architects, general contractors, engineers, inspectors, and external partners on construction or capital projects.
- Maintain documentation of maintenance schedules, equipment, warranties, and operational procedures.

Resource Management and Acquisitions

- Maintain inventory records of classroom and office furniture, fixtures, and equipment.
- Identify and source necessary materials, equipment, and supplies for projects.
- Obtain quotes from vendors to achieve cost-effective procurement.
- Purchase materials, equipment, and project supplies within guidelines and procedures.
- Coordinate timely deliveries to prevent project delays.
- Develop and maintain strong relationships with supplies and vendors

Calendar & Event Management

- Manage the schoolwide master calendar, ensuring smooth running of maintenance, custodial needs, and campus events.
- Oversee event setup, scheduling of spaces, and resource allocation for school functions.

Operational Leadership & Financial Oversight

- Manage a large operational budget, ensuring responsible stewardship of school resources.
- Oversee purchasing, vendor relationships, bids, contract negotiation, and cost-effective decision-making.
- Monitor operational expenditures and assist in long-term planning for facility improvements and capital projects.
- Ensure operational efficiency across departments through strong systems, planning, and communication.
- Provide leadership, supervision, and professional development for operations staff.
- Collaborate with senior leadership to support schoolwide initiatives and strategic planning.

(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.)

QUALIFICATIONS & REQUIREMENTS

Professional Experience

- Extensive experience in facilities management, buildings & grounds oversight, or large-scale maintenance operations.
- Demonstrated experience managing large budgets and making fiscally responsible decisions.
- Background working with general contractors, architects, vendors, and construction projects.
- Previous employment with an educational setting would be an asset.
- Experience overseeing teams in a managerial or leadership capacity.
- Knowledge of building codes, permitting processes, and working with city officials.
- Strong experience with bids, vendor contracts, and negotiation.
- Ability to multitask, problem-solve, and manage multiple operational priorities simultaneously.

Skills & Competencies

- Strong leadership and team-building abilities.
- Highly organized and capable of managing complex operational systems.
- Hands-on, practical skill set with the ability to assist with or direct technical and maintenance tasks.
- Excellent communication, interpersonal, and decision-making skills.
- Ability to remain focused, resourceful, and calm under pressure.
- Must be fluent in English and Spanish.

Spiritual and Ministry Alignment

- Must profess faith in Jesus Christ as Lord and Savior
- Demonstrates a heart for Christian education and alignment with FCS's mission, values, and ministry-driven philosophy.
- Committed to modeling Christ-like character in leadership and service.
- Regular attendance at a local church that aligns with FCS mission and values is expected.

Working Conditions

- Full-time, 12-month administrative role.
- On-campus presence required; involvement in school events, activities, and emergency situations as needed.
- Occasional evenings, weekends, or on-call availability is expected.

BENEFITS

- The salary offered will be commensurate with degree and experience.
- 100% Tuition assistance for children of FCS employees (tax-free benefit)
- Section 125 Health Insurance Plan
- 403(b) Retirement Plan
- Life Insurance
- Vacation, Holidays and PTO

Applicants interested in applying for this position should submit their resume via email to hr@floridachristian.org.