



Primary Job Title: Facilities Maintenance Specialist

Job Description

- To manage responses to all facility work orders originating from building users.
- To assist The Director of Facilities and Security Operations in scheduling and performing regular preventive maintenance on all plant buildings and equipment, including mechanical, electrical, plumbing, roofs, finishes, safety and monitoring systems, school vehicles, and other equipment.
- To assist The Director of Facilities and Security Operations in selecting third party maintenance contractors and managing the fulfillment of their contract obligations, including quality control of their work.
- To assist The Director of Facilities and Security Operations in the oversight of the contracted cleaning service on campus.
- To work in concert with the Director of Facilities and Security Operations to maintain safety protocols and be proactive in identifying and correcting any safety needs.
- To assist The Director of Facilities and Security Operations in the organizing, scheduling, and oversight of all repair and construction projects, with sensitivity to school seasonal and operational needs.
- To assist The Director of Facilities and Security Operations in ensuring compliance with local, state, and federal regulatory requirements, including work safety regulations. Assist with oversight of inspections of all building systems as needed for compliance (boiler, fire alarms, etc.).
- To assist The Director of Facilities and Security Operations in developing and executing strategy for maintenance and operation of the campus.
- To provide facilities support for all campus events (e.g., setups and takedowns).
- To assist The Director of Facilities and Security Operations with the safety program and emergency preparedness plan.
- To assist The Director of Facilities and Security Operations with ensuring all safety equipment is in working order including extinguishers, smoke detectors, exit signs, emergency lighting, and other safety equipment.
- To ensure all maintenance requests are addressed and completed in a timely fashion.
- To effectively manage seventy-three acres to maintain the beauty of the grounds and a safe environment for students, parents, employees, and other visitors.
- To meet timelines for projects assigned by the Director of Facilities and Security Operations.
- To receive daily work assignments through the FMX system, ensure tasks are completed as assigned, and follow the appropriate steps for updating and closing out work orders in the system.
- To report to the Director of Facilities and Security Operations with any reasons/issues preventing completion of tasks.
- To perform other duties as assigned by the Director of Facilities and Security Operations.
- To be able to perform physical demands that are essential functions of the job. These physical demands include, but are not limited to, standing, walking, reaching with arms and hands, climbing a ladder, stooping, kneeling, crouching, crawling, and being able to lift/move up to fifty pounds.

Interested and qualified candidates should submit a specific letter of interest and resume to:

Human Resources

The Heritage School

2093 Highway 29 North

Newnan, GA 30263

HR@heritageschool.com