Facilities Manager - Job Description

Reports to: Director of Facilities
Location: All three campuses: Ashbury (San Francisco), Ortega (San Francisco), Sausalito
Status: Full-time, Exempt Employee, 12-month, Open immediately

We are seeking an organized, hands-on **Facilities Manager** to join our Operations team. Reporting to the Director of Facilities, the Facilities Manager is the day-to-day point of contact for the school community on facilities matters. The role receives, prioritizes and dispatches maintenance and event requests across our three campuses, supervises the work of the facilities and custodial team, coordinates vendors and contractors, and keeps the department's records, schedules and compliance documentation current. The position frees the Director of Facilities to focus on capital projects, long-range planning and budget while ensuring that daily requests are handled promptly and well. The ideal candidate combines practical building and trades knowledge with strong organizational and customer-service skills, and is comfortable moving between the field and the office in a fast-paced school environment.

DUTIES and RESPONSIBILITIES

Work Order and Request Management

- Serve as the first point of contact for maintenance, repair, set-up and facilities requests from faculty, staff and administrators on all three campuses.
- Triage, prioritize, assign and track all requests in the work order system; communicate status and completion back to requesters.
- Monitor response and completion times, identify recurring issues and recommend corrective or preventive action to the Director of Facilities.
- Maintain the departmental calendar of scheduled maintenance, inspections, vendor visits and campus events.

Maintenance, Repairs and Preventive Maintenance

- Coordinate and supervise general building maintenance and repairs, including plumbing, electrical, carpentry, painting, doors, hardware, windows and fixtures; perform hands-on repairs as needed.
- Implement and document the preventive maintenance schedule for building systems and equipment (HVAC, plumbing, electrical, fire/life safety, elevators, kitchen and playground equipment).
- Conduct routine inspections of buildings, grounds and school-owned properties; report deficiencies and follow through to resolution.

- Purchase, pick up and maintain inventory of materials, parts, tools and supplies within approved budget limits.

Team Supervision

- Under the guidance of the Director of Facilities, supervise the daily work of facilities technicians and custodial staff: make assignments, set priorities, check quality and provide on-the-job training.
- Assist with scheduling, time and attendance, coverage during absences and performance feedback.
- Train staff on school policies, safe work practices and proper use of equipment and chemicals.

Vendors and Contractors

- Schedule and oversee outside vendors and contractors on campus; verify scope, quality and completion of work and coordinate access and safety requirements.
- Obtain quotes, prepare purchase requests and review invoices for accuracy before submission to the Director of Facilities and the Business Office.
- Maintain vendor contact lists, service agreements and warranty records.

Events and Campus Support

- Coordinate set-up and take-down for school events, assemblies, admissions and advancement functions, rentals and after-school programs, working with the Extra-Curricular Activities, Advancement and Admissions teams.
- Support campus logistics such as deliveries, moves, furniture and equipment placement and classroom changes, including summer turnover.

Safety, Security and Compliance

- Assist in maintaining compliance with federal, state and local codes and school policies; keep inspection, permit, fire/life safety and hazardous materials records current and schedule renewals in advance.
- Manage keys, access cards and door hardware; support alarm, camera and access control systems and site security procedures.
- Participate in the school's emergency preparedness and incident response; respond to after-hours facility emergencies as needed.
- Promote a clean, safe and orderly environment for students, employees and visitors.

Administration

- Maintain facilities records, equipment lists, floor plans, service logs and standard operating procedures.
- Track departmental spending against budget and prepare routine reports and summaries for the Director of Facilities.
- Act for the Director of Facilities in his or her absence on day-to-day operational matters.
- Ability to arrive early, stay late or come in on weekends on occasion to support school events and emergencies.

Any other duties related to the operations of the school as assigned by the direct supervisor.

QUALIFICATIONS

● Five or more years of progressively responsible experience in facilities maintenance or building operations, including at least two years supervising staff or coordinating trades and vendors; experience in a school or multi-site campus environment preferred.
● Working knowledge of building systems and trades: plumbing, electrical, carpentry, painting, HVAC and fire/life safety.
● Experience with a computerized work order or maintenance management system; able to easily learn and master new programs, software and web applications.
● MS Office and Google Suite competency, including Excel/Google Sheets for tracking and reporting.
● Knowledge of applicable safety regulations and building codes, including OSHA requirements.
● Outstanding organizational and time-management skills; able to manage many simultaneous requests and priorities.
● Strong verbal and written communication skills in English; French and/or Spanish language skills are a plus.
● Able to work in a highly interactive team environment and function proactively in a multicultural setting.
● Past experience working around children preferred.
● Valid California driver's license with a satisfactory driving record; ability to travel between campuses.
● Fingerprint (Live Scan) background clearance; employment contingent upon successful completion of background investigation.
● High school diploma or equivalent required; technical certification, trade credential or degree in facilities management, construction management or a related field preferred.

PERSONAL SKILLS

● Commitment to customer service and to solving problems for all members of the school community.
● Dependability and trustworthiness.
● Energetic, proactive and able to work independently.
● Strong attention to details.
● Project management skills.
● Demonstrated discretion and professionalism in handling sensitive information.
● Flexibility and patience.
● Ease in personal interaction with faculty, staff, parents, vendors and colleagues.
● An innovative and problem-solving mindset.
● Team player. Interact with students, families, and staff with compassion, respect, and integrity.

SPECIAL REQUIREMENTS (in compliance with ADA)

● Ability to lift and move boxes and equipment up to 50 LBS frequently.
● Perform work inside and outside buildings; indoor and outdoor working environment.
● Seasonal heat and cold and adverse weather conditions.
● Working around moving parts and equipment; use of ladders; bending, stooping, kneeling, standing, walking and reaching.
● Extended periods at a desk and computer when performing administrative duties.
● Travel between campuses; may be called to respond to emergencies outside standard hours. As a key member of the facilities team, you must also be available on weekends when needed.

We offer a competitive salary, commensurate with the level of experience.
Excellent benefits package which includes medical, dental, vision, 11 paid holidays, generous vacation package, long-term disability and retirement benefits.

Candidates with 5 or more years of related experience in the facilities field can anticipate an annual salary, ranging from: $ 75,000 to $80,000 for 40 hours worked per week. The salary offered to the successful candidate will be dependent on several factors that may include but are not limited to the type and years of experience in the job, type and years of experience in the industry, education, etc.

Application Process:
To apply for this position, please submit your resume along with a cover letter via:
https://www.lelycee.org/about/jobs

For any inquiries, please contact cv@lelycee.org

The Lycée is an equal opportunity employer. All individuals have an equal opportunity for employment based on qualifications and merit, regardless of religion, race, sex, marital status, pregnancy, childbirth or related medical conditions, age, color, national origin, ancestry, physical or mental disability, medical condition, sexual orientation, military service status, or any other factor prohibited by state or federal law. This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, and other conditions of employment.

All qualified applicants are encouraged to apply. Employment contingent upon successful completion of background investigation. Direct candidates only. No phone calls, please.