



BUILDING MANAGER

GENERAL RESPONSIBILITIES

Under the leadership of the Office of Maintenance Services administration, the position is responsible for performing basic diagnostics and work related to the maintenance and repair of building systems, equipment inspection, and the preventative maintenance and repair of structural, mechanical, and finish systems in a school building(s) and facilities. The position works collaboratively with the school's administration and staff to provide a clean, safe, and functional facility that enhances the educational experience.

ESSENTIAL TASKS

- Repair and maintain the following areas: HVAC, electrical, plumbing, filters, carpentry, paint, locks, doors, windows, intercoms, security, roofing, tile, flooring, cabinetry, ceiling tile, plaster, drywall, and furniture, as needed.
- Manage the maintenance requirements of assigned school/facility through work orders, preventative maintenance requirements, emergency calls, etc.
- Regularly inspect the building and systems to determine the material condition.
- Trouble-shoots systems to determine functionality or problems; follow indoor air quality and environmental protocols.
- Provide recommendation of repairs needed at worksite to supervisor.
- Submit work orders utilizing the appropriate program for repairs to the school building, various systems and equipment;
- Monitor the status of all repair requests for assigned site(s).
- Order and obtain supplies from vendors for building and system repair work.
- Coordinate the work of multiple crews from in-house and other shops as require.
- Communicate with school personnel and Maintenance Services on the work to be performed.
- Evaluate and inspect the work performed by contractors and in-house staff.
- Maintain work space, tools and equipment in a clean, safe, orderly condition.
- Operate specialty systems for school programs such as stage lighting, sound systems, intercoms, security systems, etc.
- Performs related work as required

KNOWLEDGE, SKILLS, AND ABILITIES

Must have a thorough knowledge of the common practices, tools, terminology, and safety precautions of the various trades; trade methods, tools and procedures; and the hazards and safety precautions associated with the trade. Must have a knowledge of the use and characteristics of common building materials. Must have knowledge of and the ability to operate specialty systems such as stage lighting, sound systems, intercoms, security systems, etc. Must have the ability to read and interpret blueprints, plans, specifications and drawings to determine job requirements; work from sketches, drawings, plans, or specifications; estimate needed materials and time required for various jobs; and plan, organize and successfully complete multiple, unrelated simultaneous projects. Must have the ability to communicate scope and requirement of projects to others; follow and effectively communicate using verbal and written skills; and establish and maintain effective working relationships. Must be able to demonstrate sustained superior performance in the trade with emphasis on thoroughness, dependability, and professionalism. Must have leadership and organizational skills; computer skills.



EDUCATION AND EXPERIENCE

Must have a High School Diploma/GED and/or completion of a vocational course or any combination of experience and training that provide the required knowledge, skills, and abilities. Five years of combined education and work experience in the various trades such as electrical, HVAC, plumbing, etc., preferred.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, and handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing and pulling. Must have the ability to lift up to 50 lbs.

SPECIAL REQUIREMENTS

- Possession of a valid Virginia Driver’s license
- Journeyman’s License, preferred.
- Regular and reliable attendance is an essential function of this position.

FLSA status: Non-Exempt	Description: 5/17, 7/19
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