



# SUMMIT CHARTER SCHOOL

370 MITTEN LANE, CASHIERS, N.C. 28717 Phone: (828) 743-5755 Fax: (828) 743-9157

## **Facilities Manager**

2024-25 School Year

### **Position Description**

Summit Charter School is currently seeking applications for a full-time or part-time Facilities Manager to begin in July 2024.

#### **NATURE OF WORK**

The Facilities Manager is vital to the successful management, maintenance, safety, and operations of school facilities in fulfilling Summit's mission. The position is responsible for managing the upkeep, safety, and maintenance of all school buildings. The Facilities Manager reports directly to the Head of School.

#### **JOB RESPONSIBILITIES**

- Inspect school buildings and grounds to assure that proper maintenance, safety, cleaning and sanitation standards are maintained
- Plan and implement a preventive maintenance program for school buildings and outdoor classrooms
- Perform a wide variety of skilled maintenance duties to ensure the proper upkeep and safety of all facilities
- Manage outside maintenance service providers to ensure proper upkeep and safety of all facilities
- Oversee and manage outside custodial services and perform occasional custodial duties as necessary
- Coordinate with landscaping services as necessary to ensure proper upkeep and maintenance of school grounds
- Manage and maintain facility work requests and maintenance records
- Collaborate with school administrators in planning maintenance and cleaning of the school campus
- Respond quickly to emergency problems and be on-call to meet with vendors, repair services or suppliers, when necessary
- Ensure compliance with government health and safety standards; keep records of all permits, licenses, and citations
- Manage fire, safety, and security systems
- Coordinate all emergency procedures in collaboration with school administrators
- Coordinate with IT Director on facilities projects and maintenance as needed
- Coordinate with the Business Officer to ensure necessary inventory and supplies for maintenance and custodial needs
- Perform all other duties as assigned by the Head of School

#### **REQUIRED SKILLS**

- Hands-on building maintenance skills
- Ability to prioritize, manage multiple tasks and projects, and efficiently complete all tasks in a timely manner
- Effective communication, both written and oral, with multiple stakeholders, including administrators, teachers, parents, and students
- Maintain the ability to satisfy all physical demands, including: significant lifting, carrying, pushing and/or pulling up to 50 pounds; frequent stooping, kneeling, crouching and/or crawling; reaching above shoulder level; fine finger dexterity
- Ability to withstand a variety of indoor and outdoor environmental conditions

## MINIMUM TRAINING AND EXPERIENCE

- Experience in building maintenance-related positions
- Commercial Drivers License (CDL) or eligibility to acquire a CDL with a “P” and “S” endorsement (preferred, not required)
- Experience working in educational settings (preferred)
- High school diploma or a high school equivalency diploma

## About Summit

Started in 1997, Summit strives to deliver a personalized education that addresses the needs of the “whole child” through an array of opportunities in core instruction, the arts, technology, charter education, and service learning. As a public charter school, Summit offers a choice for parents, students, and educators who want an emphasis on self-directed learning and active participation in the learning process. Key design elements include: small class sizes, individualized instruction, experiential education programs, character development, parent volunteerism, and meaningful community engagement.

Summit recognizes the social and educational value of a diverse leadership, staff, and student community. To that end, we actively seek and encourage employee applications from qualified individuals representing diverse social, ethnic, and racial groups.

## Our Mission

The Summit Community engages students in learning experiences that stimulate discovery, inspire excellence, and nurture a positive influence in an ever-changing world. The Summit Experience equips our students with a level of confidence that invokes success, self-worth, and the opportunity to thrive in all endeavors. Our graduates are academically prepared, engaged in community, and strong in character.

## Salary & Benefits

Summit Charter School offers a competitive salary in alignment with the North Carolina Public School scale. Benefits include employee coverage of health insurance premiums (currently under the State plan with Blue Cross Blue Shield), percentage matching (up to 3%) of contributions made to an individualized TIAA CREF retirement portfolio, contributions to an employee life insurance premium, and participation in AFLAC insurance offerings.

## Contact Information

Interested candidates should send a cover letter, resume, and list of three professional references to Kurt Pusch, Summit Charter School, 370 Mitten Ln, Cashiers, N.C. 28717, or send as an attachment document to [kpusch@summitschool.org](mailto:kpusch@summitschool.org).

For more information about Summit Charter School, please visit our website at [www.summitschool.org](http://www.summitschool.org).