



## **Building Manager**

### **Full Time**

#### **NATURE AND SCOPE OF JOB**

The Building Manager is responsible for establishing and maintaining a well-functioning, safe and secure school environment for students, employees and visitors by collaborating with the Administration and Board of Trustees to develop and enforce a comprehensive smooth-running facility with established policies.

The Building Manager reports to the school's Business Manager.

#### **JOB FUNCTIONS & RESPONSIBILITIES**

The Building Manager shall:

1. Serve as the school's liaison with the White Plains Building Department, and any other related agencies.
2. Establish clear lines of accountability and command within the school pertaining to comprehensive maintenance.
3. Oversee the maintenance planning with the school's Administration, Facilities staff, Board of Trustees, local government planners as appropriate. Establish and maintain a comprehensive Maintenance plan, including:

##### **Maintenance –**

- General supervision of maintenance staff
- Prepare work assignments and tasks for staff
- Manage the maintenance budget
- Maintain the boiler, mechanical and HVAC systems
- Oversee and monitor outside vendor contracts including landscaping, HVAC contracts, CCTV, LAN, Phone/PA system among others, where appropriate in collaboration with the IT Manager.
- Support and expand the school's "green" initiatives

- Review on a regular basis, all service contracts with the various outside vendors
- Oversee the maintenance and repair of Masur Drive and 7 Roger Place houses and hire outside contractors as necessary for specialized repairs
- Walk the building and grounds regularly to identify repairs that need addressing in coordination with the Business manager, prioritize the scheduling of repairs
- Oversee plowing the premises during snow events
- Order janitorial supplies
- Address emergencies of all natures, i.e. broken tree branches, spillage of any type on school flooring, refuse removal within building
- Maintain tools and equipment
- Establish and keep an inventory of all tools, equipment and janitorial supplies

Collaborate with the Safety and Security Officer, especially but not exclusively for

- Fire and other inspections;
- Alarm events;
- Lighting and signage;
- Building safety systems;
- Building surveillance systems;
- Equipment identification;
- Student and personnel identification procedures;
- Visitor registration and identification procedures;
- Emergency plans for evacuations, lock downs, and other crisis;
- Safety staff orientation and training programs;
- Coordination of services with local, State and Federal Law enforcement, first responders and emergency agencies.

4. Administer the budget for maintenance to ensure the most cost-effective utilization of resources; work with the Administration and the Board on any needed capital improvements; schedule expenditures.
5. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
6. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
7. Participate in appropriate in-service and workshop programs and attend any required meetings.
8. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
9. Adhere to federal statutes and regulations, New York school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.

10. Work with appropriate staff members to meet operational needs within budget.
11. Perform other duties and responsibilities for the purpose of ensuring the efficient and effective functioning of the school, as assigned by the Business Manager, in accordance with local law or regulation.

#### **REQUIRED EXPERIENCE & QUALIFICATIONS**

- The school seeks an individual who has significant demonstrated professional work experience in at least one of the primary fields relating to this position. The successful candidate will need to demonstrate adequate knowledge and expertise in each of these areas to fulfill the vision for the school's needs.
  - Building maintenance experience and training
  - Basic knowledge of plumbing and electrical work
- This position requires a high degree of self-motivation, diplomacy, flexibility and adaptability. The school seeks a professional who is a patient, effective and a clear communicator with demonstrated problem solving skills. As such, the successful candidate must have good written and verbal communication skills.
- The successful candidate must continue and improve the school's ongoing commitment of fostering a creative, warm, caring and effective learning environment.

**Full Time: As this is a position with variable time requirements the building manager would not be permitted to have any additional employment.**

#### **Preferred Education/Training**

- Building Management Training
- Undergraduate degree preferred but not required

#### **Required Certificates, Licenses & Clearances**

- Valid Driver's License and evidence of Insurability
- Criminal Justice Fingerprint/Background Clearance

**FLSA Status:** Exempt

#### **PHYSICAL DEMANDS & WORKING ENVIRONMENT**

- The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; driving, and significant fine finger dexterity.
- The job will require exposure to a variety of weather conditions, including exposure to heated/air conditioned and ventilated facilities.