



Facility Manager

Reports to: Head of School

Application Deadline: Until position is filled

Start Date: Part Time January 3, 2023, and Full-Time March 1, 2023

Answering the Call

JOB GOAL:

Perform managerial and supervisory duties as well as semi-skilled and skilled maintenance work and services related to operating a public school facility. Collaborate with others at UCS to operate an efficient facility, while complying with state standards and implementing UCS policies and procedures. Areas of responsibility include but are not limited to the following: Project Management, HVAC, Plumbing, Electrical, Carpentry, Safety & Security, Grounds, Pest Control, Waste Management, Event Set Up and Take Down, Procurement of Supplies, Custodial, Shipping and Receiving and Cafeteria Equipment Maintenance and Repair.

University Charter School

University Charter School (UCS) is an innovative PK-12 public charter school that opened in August 2018 in rural Livingston, Alabama. For the 2022-2023 school year, UCS has ~663 students in grades PK – 12. UCS is designed to be a rural, diverse school that cultivates independent thought, promotes the building of character and civic responsibility, and is committed to preparing all students for personal and professional success through the discovery of individual learning pathways in a rigorous and integrated Science, Technology, Reading, Engineering, Arts, and Mathematics (STREAM) focused, project-based and place-based curriculum. The vision of University Charter School is to become a rural model for producing adaptable learners that have a strong sense of place, mission, and rural identity, and who recognize the value of collaboration within a school, across a community, and between diverse rural regions. Our graduates will be prepared to continually meet the demands of an ever changing economy and will be perceived as community leaders and catalysts for meaningful change. We see UCS as a purposeful, place- based, and collaborative pathway to encourage growth and retention in and to restore relevance to our rural

community.

UCS is guided by three core values: Compassion, Integrity and Perseverance. Focus on the infusion of these values will foster a safe and supportive school environment for all students and provide a common foundation on which to build positive relationships throughout the school.

UCS is strategically and intentionally located on the campus of the University of West Alabama and was created in partnership with the University of West Alabama. UCS faculty and students will leverage the assets of the University through hands-on partnerships and academic projects with participating colleges and divisions that span health care, education, and the arts, to name a few.

Roles and responsibilities

Accountability (reports directly to Head of School)

- Provide a facility atmosphere that embraces the mission of UCS.
- Maintain integrity and accountability through compliance with all federal, state, and local regulations, and UCS policies and procedures.
- Assist in the creation and revision of local policies and procedures regarding facilities (custodial, maintenance, security, and operations) to ensure facilities are maintained and equipment operated in a safe and sustainable manner.

Financial Management and Recordkeeping

- Operate within established guidelines for a financial management system that provides a cost-effective program of high integrity.
- Provide effective office organization and paper management techniques to ensure all records and supporting documentation are maintained in accordance with federal, state, and local regulations and policies.
- Organize and manage the business functions to maintain an efficient and effective operation.
- Effectively utilizes the online work order management system to enter and update data necessary to fulfill job functions and complete projects within the established time frame.

Project Management and Procurement

- Oversee all facility related projects and be responsible for timely and effective outcomes.
- Check custodial and maintenance/job related supplies, estimate needed quantities, and order supplies in accordance with state and local procurement procedures.

- Ensure that district receiving procedures are followed.

Supervision

- Supervises and manages multi-disciplinary teams of staff including custodial, maintenance, grounds, safety and security
- Management duties include training and orientation of new hires, providing assistance and information in areas of expertise, and conducting audits of work performed as appropriate to confirm compliance with established standards.

Operation of Facility (HVAC, Plumbing, Electrical, Carpentry, Custodial)

- Performs and oversees skilled maintenance work in multiple specific areas of expertise requiring special licenses and or/certifications for school buildings, facilities, grounds and equipment.
- Inspects and performs needed repairs for equipment, furniture fixtures, buildings and other items as needed including fabrication, installation, and general servicing maintenance.
- Oversees and performs a variety of carpentry, painting, electrical repair and maintenance, HVAC and plumbing duties.
- Assemble various types of furniture and equipment

Safety and Security

- Oversee the proper function and repair and maintenance of the door lock system, fire alarm and sprinkler system, fire extinguishers, video surveillance and other safety and security systems in place in collaboration with other UCS staff.
- Works with staff to assist with safety drills as needed.
- Responsible for monitoring the weather, in collaboration with the SRO, and making recommendations to the Principals and Head of School on the need for school closures or other emergency procedures.

Grounds

- Maintain school grounds, lawns, sprinkler systems, and trim trees
- Apply pesticides as needed

Other

- Transportation Maintenance: Assist Transportation Director with cleaning and maintenance of transportation fleet (buses and cars)
- Pest Control: Coordinate and Supervise all Pest Control efforts

- Waste Management: Scheduling of dumpsters and all other waste management protocols
- Shipping and Receiving: Oversee shipping and receiving of large packages/equipment/deliveries
- Event Set Up and Take Down: Set up and take down for events planned by UCS
- Custodial: Oversee custodial department to ensure cleanliness, appearance and working environment of the facility
- Cafeteria Equipment Maintenance and Service/Repair
- May Operate Heavy Equipment as certified and needed
- May service or make minor repairs to copiers, student devices and other instructional technology and support IT Coordinator as needed
- Adjust work hours to meet the needs of the school.
- Perform other duties as assigned.

Qualifications

Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described, including related work experience in one or more of the building trades (Electrical, HVAC, Plumbing, Carpentry), as well as a willingness to work outside (if necessary) in inclement weather. Must possess journeyman level certification in at least one of the following trades: HVAC, Electrical, Carpentry, or Plumbing. Experience in multiple trades preferred. Must be computer literate and possess a valid Alabama driver's license.

PHYSICAL REQUIREMENTS: Requires exerting 50-100 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or up to 10-20 pounds of force constantly.

Salary and benefits

UCS offers a competitive salary dependent upon degree and experience and comprehensive benefits package including health insurance and retirement.

Apply

If your experiences and passion make you a great fit for the role, please complete an application. UCS uses an online application system designed to be an easy and efficient way for you to apply. All available positions are listed in [TeachInAlabama](#). Applicants interested in vacancies with UCS can complete an online application via Teach in Alabama **OR** they can email a resume to jjwedgworth@universitycharterschool.org . If selected for a position, additional information is required including a background check/fingerprint review, proof of citizenship, and valid identification.

Online Application Instructions

First Time Users

Step 1: Go to Applicant Login

Step 2: Click on Create an Account

Step 3: Select a Username and Password. You will use this login information any time you want to apply.

Step 4: Build an application by clicking on the Create Application link. This application can be saved and used to apply to more than one job opening.

Step 5: If you are ready to apply, complete the application with information and materials for the specific job opening. Make sure you have attached your resume, cover letter and any other pertinent documents in the add attachment section before you apply to a specific job.

Apply Now

Step 1: Scroll through the job postings and click on the Job Title to which you want to apply.

Step 2: Click on Apply

Step 3: Login in using your username and password.

Step 4: Complete your application with information and materials for the specific job opening. Make sure you have attached your resume, cover letter and any other relevant documents in the add attachment section.

Important Notes

- Make sure your application is complete and all required materials are attached. Once an application is submitted to a job, it cannot be edited.
- When applying to multiple job postings, your main application will carry forward the information and the attachments of prior applications. Remember to delete the previous cover letter/information you attached and replace them with the new appropriate documents.
- It is important that your application shows all the relevant education and experience you possess. Applications may be rejected if incomplete

Online applications are stored on a secure site

Only authorized employees and hiring authorities have access to the information submitted.

UCS does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments. Alabama school boards are required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match. All applicants must pass a background check through the Alabama State Department of Education to be eligible for employment.