

## **FACILITIES MANAGER JOB DESCRIPTION**



**COR CLASSIFICATION: Manager de facilitati - 242117**

**SCHOOL DIVISION: Facilities**

**REPORTS TO: School Director**

### **SUMMARY:**

The role of Facilities Manager is to ensure the day-to-day operation of the school's campus is maintained in good operating order and that the school facilities are maintained effectively. S/he leads different support departments in the school including the maintenance, custodian, security and transportation teams. The Facilities Manager is a member of the School's Leadership and the School Board of Governors Facilities Committee and will work in a collaborative team to make strategic decisions to deliver the School's Vision, Mission and Future Plan. The Facilities Manager reports to the Director.

### **DUTIES AND RESPONSIBILITIES:**

- Develop short, medium and long-term facilities planning to ensure that the school campus is maintained effectively.
- In cooperation with the Maintenance Team Coordinator, ensure that there is an annual maintenance plan for all the machines and systems within the campus.
- In collaboration with the Director and the Business Manager, develop financial planning to support the delivery of these facilities plans.
- Request offers and supervise the tender process for facilities work that is out-sourced. Supervise the quality of the work of outside contractors. Liaise with the Maintenance Coordinator to make sure he has the resources he needs to carry out his duties effectively.
- Supervise the maintenance team to make sure that the day-to-day operation of the campus runs smoothly. Ensure that maintenance requests are attended to in a timely manner. Liaise with the Maintenance Team Coordinator to ensure that he has the resources he needs to carry out his duties effectively.
- Oversee the work of the custodial team. Liaise with the Custodian Manager to ensure that she is supported in her work with the human resources, tools and supplies to effectively carry out her duties.
- Oversee the work of the security team. Liaise with the Security Manager to ensure he is supported in his work with the human resources, tools and supplies to effectively carry out his duties. Consult with the Security Manager to ensure that the campus emergency procedures are kept up-to-date and that the security infrastructure is maintained at the best possible level.
- Oversee the work of the Transport Manager to ensure that is supported in his work with the human resources and school vehicles he needs to carry out his duties. Liaise with the Transport Manager to ensure that school vehicles are maintained properly and that the fleet is renewed on a timely basis.
- Supervise the work of the out-sourced gardening company to ensure that the deliverables are maintained at a high standard.
- Maintain relations with various government regulating agencies and ensure compliance as related to the operation of the school campus.

- Make authorized purchases as necessary, based on the approved requests.
- Maintain documentation of facilities machines, systems and equipment.

**Additional Duties that are within the Employee's areas of expertise and qualifications, and that are in furtherance of AISB's Mission, may be assigned by the School Director.**

**QUALIFICATIONS:**

- Ideally 5 years + experience in Facilities Management role within a large commercial organization.
- Degree or Certificate in Engineering, Architecture or related area
- Experience with physical plant operations and building maintenance requirements with knowledge of the regulatory environment.
- Significant experience in a supervisory role
- Experience of working in an international environment is desirable

**PROFESSIONAL ATTRIBUTES:**

- Excellent communications skills, including fluency in English and Romanian
- Good team player with collaborative, proactive leadership style
- Ability to manage complex projects and problem-solve
- Strategic thinker, able to prioritise and think ahead.
- High level of personal organisation
- Excellent written communication skills, including experience of using spreadsheets and word processing
- Sensitivity to the specific needs of working within an international school environment with multiple stakeholders