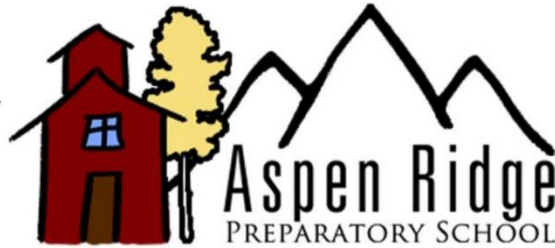


ASPEN RIDGE PREPARATORY SCHOOL
705 AUSTIN AVENUE
ERIE, CO 80516



ASPENRIDGEPREPSCHOOL.ORG
INFO@ASPENRIDGEPREPSCHOOL.ORG
PHONE: 720.242.6225
FAX: 720.294.0573

Wage/Hour Status: At will hourly

Pay Grade: Facility Lead \$18 per hour 30-40 per week

Primary Purpose:

Our growing public Charter School is currently in need of a responsible individual to fill the position of Facility Manager. The Facility Manager will be responsible for all aspects of facility maintenance and management to include inspecting, maintaining and repairing mechanical, electrical, plumbing, and HVAC systems to ensure optimal operating results. The successful candidate will oversee the school's facility operations, manage staff, manage classroom moves and manage janitorial duties, all while remaining in compliance with local, state and federal regulations.

- Coordinate system repairs and monitor system performance
- Maintain adequate parts inventory and order items as necessary
- Manage contract landscaping and snow removal services
- Oversee and supervise team of maintenance technicians
- Execute equipment audits and record-taking policies
- Coordinate with the Business Manager and Executive Director on the implementation of new building projects
- Ensure compliance with all safety and security systems

Qualifications: Desired Facilities Manager skills

- 3+ years' experience in facilities management position
- Strong understanding of school control systems
- Able to read and understand complex electrical, mechanical and automation systems
- Working knowledge of electrical, mechanical, and HVAC systems
- Demonstrated leadership skills
- Impeccable verbal and written communication skills
- Excellent project management
- Hard working
- Flexible and supportive work philosophy
- Good around kids, parents, volunteers, and teachers

Other:

1. Keep informed of and comply with state, district, and school regulations and policies for classroom teachers.
2. Compile, maintain, and file reports, records, and other documents required.
3. Attend and participate in faculty meetings and serve on staff committees as required.
4. Perform other duties as assigned.

Supervisory Responsibilities:

Supervise maintenance staff, vendors, and volunteers when on school campus

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Be able to meet mental demands of teaching assignment (i.e. maintain emotional control under stress). Be able to meet physical demands of teaching assignment (i.e. frequent standing, stooping, bending, pulling, and pushing). Be able to maintain an environment conducive to a school environment (i.e. moving media equipment, desks, tables, white boards, bulletin boards, and other classroom equipment).

EEOC Statement:

It is the policy of Aspen Ridge Preparatory School not to discriminate against employees or applicants for employment on the basis of race, color, religion, sex, national origin, marital status, age, or handicap. These policies apply to recruitment, employment, transfers and reassignments, compensation, and other conditions of employment.

Please submit application and resume to TCordrey@AspenRidgePrepSchool.org or call with any questions.