



Wolcott School
Facilities Manager

This position is located in Chicago, IL and is part-time

Wolcott School is looking for an experienced Facilities Manager. Wolcott School is an exemplary college preparatory high school for students with learning differences, tailored to the strengths and aspirations of each student. Employing best practices, our expert faculty is committed to helping each student achieve academically, communicate effectively, and grow socially as well as develop the self-awareness, confidence, and resilience to thrive in college and beyond. As valued members of our intentionally diverse and close-knit community, Wolcott students cultivate their interests and talents and develop a sense of purpose and responsibility to themselves and others.

Qualifications: Strong interpersonal skills, communication skills, attention to detail, organized, ability to use spreadsheets, email communications, etc. Demonstrated ability to manage personnel and multiple facilities. Knowledge of HVAC systems and associated computerized controls. General knowledge of electric and plumbing. Knowledge of general maintenance and cleaning practices and procedures. Ability to communicate verbally and in writing with staff, administrators at all levels. Possession of a valid Education Facility Manager Certificate desired. A minimum of three years of experience as a Supervisor, Manager or Director of Buildings and Grounds.

Essential Duties: The Facilities Manager will oversee the day-to-day activities of the Buildings and Grounds staff while coordinating all activities with external vendors. The Facilities Manager has the duties and responsibilities commonly associated with this position, including (but not limited to) the following:

General Duties and Responsibilities:

- A. Supervise the maintenance, grounds and custodial personnel in the performance of their job to ensure optimum performance and timely completion of tasks.
- B. Assume responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the school's office facilities and grounds.
- C. Plan and implement a program of required preventive maintenance for each building and report these activities in an annual comprehensive maintenance plan.
- D. Supervise contracted services including HVAC, Maintenance, electricians, plumbers, Landscaping, Snow Removal, Waste Management, Transportation, Security Services, Alarm Services, Vending and Food Services, and some IT Services.
- E. Establish appropriate maintenance, grounds-keeping, security, custodial and transportation requirements for each school building.
- F. Inspect all facilities and grounds on a regular basis and prepare reports.
- G. Maintain an inventory of supplies and materials to ensure availability and minimize waste and shrinkage.
- H. Evaluate all maintenance and grounds staff and vendors a minimum of once a year.
- I. Assume responsibility for the implementation of the school's integrated pest management policy and others as required.



WOLCOTT SCHOOL.ORG

524 N Wolcott Avenue

Chicago, IL 60622

PHONE: 312.610.4900

FAX: 312.610.4950

- J. Determine and establish detailed specifications pertaining to supplies, materials, equipment, and local contract work.
- K. Ensure proper maintenance and operation of department equipment.
- L. Assist and implement the annual department budget with the Director of Finance and Operations.
- L. Ensure that the school is in compliance with all State and Federal regulations and health and safety measures.
- M. Supervise and inspect the improvement and renovation work performed by outside contractors.
- N. Manage projects including snow removal and grounds maintenance.
- O. Actively participate in safety and security operations and staff training.
- P. Provide daily attendance, and weekly progress reports, as well as monthly reports to the Director of Finance and Operations.
- Q. After conferring with school administrators, establish summer maintenance programs at each school site and oversee their completion.
- R. Available after hours and weekends for emergency calls.
- S. Monitor and adjust energy management systems daily that control heating and cooling at all school buildings.
- T. Perform other such appropriate duties as assigned by the Director of Finance and Operations or designee.

Computer Skills: Proficient in computer applications pertinent to support the position.

Physical Demands: The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES and/or LICENSES

Facility Management certification preferred. Valid driver's license required.

Applicants should submit a cover letter and resume to Michelle Thompson at mthompson@wolcottschool.org.