



PPCS Full Time Employee Compensation and Benefits

Position: Full-Time (40 hours/week) **Campus Facility Manager**

General Responsibilities: (see Job Description for more information)

Compensation:

\$35,000 – \$50,000 yearly salary range for a new to PPCS Employee

- Specific salary is determined based on years of qualified experience, education level, and applicable certification.
- July to June, 12-month, contract (for desired June 2nd start, additional month and prorated pay will be built-in to contract).
- Pay available in 24 installments

Benefits:

- Time off:

Paid Sick Leave: 8 days (32 hours) per year. Unused sick leave hours can roll over to the following year of employment, up to 30 days total (240 hours).

Paid Personal Leave: 15 days (120 hours), accrued at 1.25 days (10 hours) a month per year in addition to school holidays. Unused personal leave does not accrue

- Tuition Discount:

Full-time Employee's Children

First Year= 50%

Second and Third Years=75%

Fourth Year and Beyond=100%

A 50% discount applies to Daycare costs

A 50% discount applies to grandchildren of the staff member

- Health Insurance

Kaiser HMO 3000 Plan

- School funds 50% of *employee* premium

- Dental, Vision, Disability, Life, Legal, Pet Benefits

Multiple plans are available via Questco. The school does not fund any portion.

- Retirement:

The school offers a 403B Retirement plan through Franklin-Templeton. The school does not fund any portion.



JOB DESCRIPTION

Title: CAMPUS FACILITY MANAGER

Role: Full time, year-round, salaried with basic benefits

Direct Supervisor: School Director

Supervises: Maintenance, Custodial Staff, Volunteers

Summary: The Campus Facility Manager serves in the important role of maintaining the physical condition of the building facility and the campus grounds for the safe, efficient, and effective use of the church and school ministries housed on the property. This role is employed and managed by PPCS while requiring working directly with a Eastside Church of Christ (property owner) representatives.

Personal Qualifications:

Must:

1. be in relationship with the Lord Jesus Christ as personal Savior
2. faithfully attend and financially support a local church
3. accept and support without reservation the purpose statements of PPCS and ECC and be committed to positively upholding the associated ministries.
4. believe that the Bible is God's Word and standard for faith and daily living.
5. be a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct.
6. show by example the importance of scripture study and memorization, prayer, and unity in the body of Christ.
7. respectfully submit and be loyal to established authority.
8. seek the counsel of the administration and colleagues, while maintaining a teachable attitude.
9. notify the administration in writing of any policy he/she is unable to support.
10. refuse to use or circulate confidential information inappropriately.
11. demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
12. meet everyday stress with emotional stability, objectivity, and optimism.
13. follow biblical principles in resolving conflicts others

Professional Qualifications:

Must:

- perform physical labor tasks including heavy lifting, climbing, pushing, pulling, bending and kneeling

Working knowledge of and ability to learn:

- principles and practices of project management
- principles and practices of business administration
- financial principles and practices in using a budget
- human resource management principles and practices
- of basic electrical, plumbing, and mechanical systems
- procurement and contracts
- health, safety and environmental regulations

Experience in:

- construction, maintenance and facets of facility operation
- supervision, project logistics

Competent in:

- computer and systems knowledge
- communication skills
- planning and organizational skills
- negotiation skills and problem analysis
- decision-making and prioritization
- adaptability and teamwork



Professional Responsibilities

Role Specific:

1. Develop and implement a facility management program, including preventative maintenance and life-cycle requirements with ECC and PPCS representatives
2. Conduct and facilitate regular facilities inspections
3. Ensure compliance with health and safety standards and industry codes
4. Maintain OSHA and other required safety training and provide required training to employees
5. Plan and manage facility central services such as cleaning and waste disposal
6. Supervise and participate in maintenance, repair and cleaning of facilities and equipment
7. Respond promptly to daily maintenance needs, facility or equipment alarm failures and facilitate or perform repairs as appropriate.
8. Maintain an accurate work order request and completion system.
9. Generate and present regular reports and reviews for the Director and the ECC representative of facility-related project status, contracts, schedules and finances
10. Plan and monitor facility maintenance and custodial staffing and schedules
11. Ensure efficient utilization of facility maintenance and custodial staff
12. Performance manage, develop and train maintenance and custodial staff
13. Oversee facility refurbishment and renovations
14. Obtain quotes from vendors/suppliers and negotiate contracts to optimize delivery and cost saving
15. Coordinate and monitor activities of contract suppliers and manage contractor and vendor relationships
16. Manage and review service contracts to ensure facility management needs are being met
17. Ensure delivery schedules, quantity and quality criteria are met
18. Supervise and check completed work by contractors and vendors
19. Verify payment and invoicing match contract pricing
20. Coordinate intra-office moves and major event setup/teardown
21. Monitor facility expenses and payments
22. Maintain accurate and up to date facility maintenance records/files
23. Maintain stock of cleaning, repair supplies and order supplies through purchase order system
24. Manage fire safety, irrigation, and boiler inspections
25. Designated Person for the inspection, assessment and management of ACBM (Asbestos-Containing Building Materials). Requires training and certification.
26. Monitor and maintain garage and custodial storage management and cleanliness.

General:

1. Cooperate with the School Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
2. Maintain a clean, attractive, well-organized workspace.
3. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
4. Develop and maintain rapport with others by treating others with friendliness, dignity, and consideration.
5. Attend and participate in scheduled devotionals, faculty meetings, professional development and workdays, fundraisers, committees, and school-sponsored activities.
6. Know the procedures for dealing with issues of an emergency nature.
7. Inform the School Director in a timely manner if unable to fulfill any duty assigned.
8. Provide input and constructive recommendations for administrative and managerial functions in the school.
9. Perform any other duties that may be assigned by the School Director.