



Zeeland Christian School

**Position**

Building & Grounds Manager

**Reporting Relationship**

Reports to the Director of Finance & Operations

**Salary/Benefits/Calendar**

Salary negotiable and commensurate based on experience, education and skills.

Health insurance and retirement benefits are the same as all other full time staff.

Position is full time based on a 52 week calendar.

**Summary**

The Building & Grounds Manager works closely with the Director of Operations to ensure that facilities are open, safe, clean, and comfortable, and to keep the buildings, grounds and equipment in good working condition and state of repair through the preservation of school assets.

**Education/Experience**

- A degree in Construction Management, Facilities Management or related field preferred.
- Minimum of 3 years of practical experience in maintenance supervision, skilled trades (mechanical, electrical and plumbing) and/or similar work required.

**Certification/Training**

- Current Michigan driver's license required
- Asbestos Designated Person and Plan Manager preferred
- Integrated Pest Management preferred
- Lead Renovation preferred
- All relevant OSHA and MIOSHA required training in areas to include, but not limited to, Control of Hazardous Energy, Personal Protection Equipment, Lift Operator, Hazardous Communication, SDS, etc., preferred.
- Attending training classes in the areas above as needed/required.

## **Supervisory Responsibilities**

Supervises maintenance, custodial and grounds staff and volunteers. Responsible for the daily direction and coordination of this department. Carries out supervisory responsibilities in accordance with the school's policies and applicable laws. Responsibilities include training, planning, assigning and directing work of department staff; appraising performance of department staff; and addressing complaints and resolving problems associated with the department.

## **Essential Duties and Responsibilities**

- Oversee all contracts relevant to building and grounds operations
- Manage HVAC controls system
- Manage preventative maintenance program for boiler, air handlers, and all alarms
- Manage school door and camera security system
- Daily management of school construction and renovation projects
- Manage all required inspections to include, but not limited to, boilers, fire alarm systems, back flow preventers, playgrounds, bleachers, etc.
- Assist with monitoring utility usage
- Approve all invoices relevant to building and grounds operations
- Manage needed supplies for maintenance, grounds, and custodial
- Provide input for the building and grounds expense and capital budgets
- Receive and respond to all security, fire, and HVAC alarms on a 24/7 basis
- Ensure that all staff is updated on required compliance training
- Establish and enforce high standards of safety and fire prevention for the school, including full implementation of MIOSHA rules and regulations
- Snow removal on school walkways
- Other duties as assigned

## **Knowledge/Skills and Abilities Required**

Must have knowledge and verifiable experience in the following categories:

### HVAC

- Understanding operational sequence of typical commercial hot water heating and domestic boiler systems
- Monthly CSD-1 testing and inspection requirements
- Manage HVAC controls system to include programming schedules for daily and after-hour events.

### Ability to perform the following or engage the respective experts to complete:

- Replacing and rebuilding circulating pumps
- Replacing of motors, bearing belts, filters, damper actuators and linkages
- Replacing and testing of switches, contactors, relays, and sensors
- Understanding of the sequence of operation of air handlers, fan coils, blower coils, and unit heaters
- Ability to troubleshoot and change out valves and actuators
- Ability to troubleshoot and change out DDC controllers

### Electrical

- Ability to test and determine appropriate operating voltages and amperages of low and high voltage circuits

- Ability to read and understand schematics
- Knowledge of current State and local electrical codes or the ability to locate the necessary information
- Ability to troubleshoot existing lighting, receptacles, and service circuits
- Ability to replace switches, outlets, relays, ballasts, contactor, fuses, motors, and plug ends

#### Plumbing

- Ability to troubleshoot, repair, and replace commercial type flush valves, faucets, and drinking fountains
- Knowledge of current State and local plumbing codes or the ability to locate the necessary information

#### General Construction

- Knowledge and ability to plan and perform small scale wood and steel frame construction and remodeling projects
- Knowledge of current State and local construction codes to include ADA requirements
- Ability to repair, replace, and install commercial hardware such as lock-sets, panic devices, hinges, and door closers
- Ability to manage tiered keying sequencing
- Knowledge in maintaining and replacement of various flooring surfaces
- Basic concrete knowledge and installation skills
- Ability to read and understand blueprints and construction plans

#### Other Skills & Abilities

- Ability to establish and maintain effective working relationships with staff and school community
- Knowledge, skill and ability in the use of email, internet, MS Word and MS Excel or learn as needed
- Ability to speak clearly and concisely in oral and written communication

#### **Physical Demands/Work Environment**

The physical demands described here 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. This position occasionally requires a high level of physical endurance. This job requires the ability to handle and balance multiple demands at the same time. While performing the duties of this job, the employee is frequently required to walk, sit, use hands to handle or feel, reach with hands and arms, stoop, kneel, crouch, climb, smell, talk, and hear. Specific vision abilities required by this job include close vision, color vision and depth perception. The employee will occasionally lift and/or move up to 50 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate but can fluctuate between being occasionally quiet and sometimes loud. Work is performed both indoors and outdoors.