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## **Facilities Manager**

### **RISE Charter School**

#### **Organization Description**

RISE Charter School [RISE] empowers its scholars to thrive academically, strengthen their community, and discover their voice.

We are a K-8 Charter School serving students and families in the Southeast Raleigh Community. Our goal is to exceed growth every year and radically improve proficiency so that our scholars are prepared to succeed in High School and beyond.

#### **Opportunity Summary**

RISE seeks a full-time Facilities Manager. The Facilities Manager is responsible for supporting the health, cleanliness, maintenance and planning for the facility and schoolgrounds. As part of a growing and fast-paced organization, the candidate must be a team player who is willing to do whatever it takes to get the job done. The Facilities Manager will report to the Director of Operations.

#### **How You'll Contribute**

##### **Facilities & Maintenance**

- Coordinate all aspects of facility and maintenance operations, including responsibility for day-to-day management of facilities staff and operation of school building and grounds.
- Inspect school facilities for the purpose of ensuring that all facilities are suitable for safe operations, and maintained in an attractive and clean condition. Perform cleaning and special custodial work as required. Plan, schedule, and perform preventative and ongoing maintenance tasks for the purpose of ensuring equipment is in proper working condition.
- Conduct inspections in order to assess building damage, leaks, functionality, etc.
- Take action to resolve any facilities issues.
- Provide direction to vendors and facilities staff on building maintenance issues.
- Perform regular maintenance and facilities duties in assigned area(s) of building(s), and as necessary to support curricular and extracurricular events and activities.
- Manage relationships with external vendors (cleaning, HVAC, repairs, security, etc.)
- Obtain quotes, negotiate contracts, and monitor service quality
- Work closely with the head custodian/supervisor and/or building administrator(s) to be prepared for scheduled evening activities and unscheduled events as needed.
- Will frequently use hand strength to grasp tools and rungs of ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

- Maintain records concerning personnel, work requests, supplies, and other matters. Prepare reports as required.
- Estimate the time and materials costs of proposed projects for the purpose of informing budgeting, planning and accountability of actual project costs.
- Inspect school buildings and grounds to assure that proper safety, cleaning and sanitation standards are maintained, and assume responsibility for the school alarm system.
- Coordinate and perform minor repairs; escalate major repairs as needed
- Respond to vendor or emergency call backs during off duty hours.
- Respond to any internal or external events taken place during off duty hours.
- Lift and/or move up to 50 pounds frequently, including cleaning supplies, pails, and bags/boxes. Occasionally the employee will lift or move up to 80 pounds. The employee will sometimes push or pull items such as tables, bleachers, scrubbing machines, etc.
- Support the setup, breakdown, and execution of all school events (family nights, performances, athletics, testing, etc.)
- Ensure spaces are prepared, safe, and fully operational for all school events
- Collaborate across departments to meet school event needs, even when outside of direct facilities responsibilities
- Demonstrate flexibility and a team-first mindset by supporting broader school operations as needed, including occasional evenings or weekends or off duty hours

### **Risk Management and Compliance**

- Establish a work order system for effective building management.
- Develop preventive maintenance plans.
- Create, update and maintain building safety plans.
- Monitor building access and security systems
- Plan and conduct all school-wide safety drills.

### **Other Possible Duties, as needed:**

- Cafeteria/Kitchen coverage
- Recess or other coverage
- Substitute driving for field trips
- Other duties as requested by the Director of Operations

### **What You'll Bring to the Team**

- A strong commitment to RISE's mission and vision
- An uncompromising belief that all students can learn
- A relentless work ethic and a high degree of patience to push through challenges
- A willingness to be held accountable for quantifiable student achievement
- Demonstrated ability to work collaboratively with a team of teachers
- Technological proficiency and adaptability
- Excellent organizational skills
- The desire and humility to grow

- Knowledge, skills, and experience necessary to complete the assigned work efficiently
- Ability to operate, maintain, and make adjustments to various types of equipment
- Ability to pass a written and physical test, as well as establish and maintain effective working relationships with students, staff, and the community.
- Adaptability to working around children and skills for maintaining school buildings in a manner acceptable to the general health and safety standards of school buildings.
- A basic understanding of the following areas: board of education policies and administrative regulations, school public relations, the role and function of public schools in the community, safe operation of mechanical equipment, and the importance of developing constructive working relationships with supervisors, fellow workers, students, the general public, and visitors to the school.
- High school diploma or general education degree (GED). Two years or equivalent experience in the custodial field. Prior leadership experience.
- 3–5 years of facilities, maintenance, or operations experience
- Basic computer knowledge; knowledge of building layouts, systems, and controls.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent, and interpret bar graphs.
- Ability to apply common-sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standard situations.
- Ability to respond to emergencies outside of standard hours if needed
- Knowledge of building systems (HVAC, electrical, plumbing)
- Strong organizational and problem-solving skills
- Ability to manage multiple priorities in a fast-paced environment

## **Our Core Values**

### **Resilience**

- We are solutions-minded and we persevere through challenges.
- We give and receive direct feedback and hold each other accountable.
- We maintain emotional constancy and warm language in all situations.
- We believe that gratitude and celebration enable resilience and positive culture.

### **Integrity**

- We treat all in our community with honesty, kindness, and respect.
- We model the values we want to see from scholars and other adults.
- We assume the best of others and take concerns to the source.
- We do the right thing even when no one is looking.

**Scholarship**

- We love learning, and we cheer on each other's growth and success.
- We obsess over the art and science of teaching content well.
- We believe that reflection and refinement are critical for growth.
- We commit to professional growth for the benefit of scholar outcomes.

**Excellence**

- We set ambitious goals and work relentlessly to attain them.
- We use data to drive our decisions and to measure our success.
- We “sweat the small stuff” in respect of community, space, and each other.
- We believe excellence is a habit; we are constantly getting better.

**Non-Discrimination Statement**

RISE Schools, Inc. does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients.