



ALABAMA SCHOOL OF CYBER TECHNOLOGY AND ENGINEERING

JOB TITLE: Manager of Facilities - 12 Month Exempt Status or Part-Time

REPORTS TO: President & CFO/COO

DESCRIPTION: The Manager of Facilities ensures that campus facilities are serviced and running properly for the school to achieve its mission. The Manager of Facilities is a hands-on position with proficient skills in a variety of maintenance areas. Oversight includes the academic and residential buildings and facilities on the campus grounds.

Duties and Responsibilities:

1. Supervise physical plant operations including all buildings and grounds, utilities, energy management systems and safety/security systems in order to provide a safe, healthy, and comfortable environment for students, faculty and staff.
2. Prepare specifications for physical plant projects; estimate costs of equipment, materials, labor, and supplies; prepare bid specifications for projects, equipment, and contracted services; oversee site and building projects performed by outside contractors
3. Schedule and supervise of maintenance and repair activities, contracted services, and custodial services, and ensure the physical operation of the college meets budgetary and strategic objectives.
4. Serve as the administrator responsible for facility safety and meeting physical ADA compliance standards, works closely with staff and state officials to meet state and federal guidelines.
5. Minimize deferred maintenance.
6. Monitor and address day to day maintenance work requests via a ticketing system.

Qualifications:

- Proficient experience in multiple areas of maintenance including plumbing, electrical, and carpentry.
- At least 2 years of experience in facility maintenance.

Preferred Qualifications

- Experience leading maintenance of a facility/school.
- Excellent interpersonal skills.
- Ability to work as part of a team to reach the goals, vision, and mission of the school.

Contract: Full-time or part-time contract to be negotiated.

Performance will be evaluated by the President & CFO/COO.