



## **The Denver Waldorf School Facilities Manager Job Description School Year 2014-2015**

The Denver Waldorf School has an opening for a Facilities Manager for the 2014-15 school year. This job includes the following responsibilities:

### **Requirements:**

- Openness to Waldorf education and its principles
- Ability to manage several projects at once
- Flexibility and willingness to work beyond scheduled hours, including weekends and school vacations, as necessary

### **Procedural:**

- Work with Business Affairs Director each year to manage budget
- Work with Business Affairs Director and Building and Grounds Committee to track long term maintenance goals with Campus Master Plan serving as the guide
- Coordinate with Building & Grounds Committee to plan for and oversee additional maintenance needs
- Oversee and budget for outside contractors (i.e. janitorial, snow removal, plumbers, electrical, asphalt, concrete paving, masonry, etc.)
- In the case of outside contractor performing the work:
  - Facilities Manager is required to obtain minimum 3 bids for each activity requiring an outside contractor
  - Facilities Manager will review bids with Business Affairs Director
- Schedule and attend Building and Grounds Committee meeting at least monthly

### **Major Duties and Responsibilities:**

#### **Facilities**

- Oversee and manage the Environmental Awareness and Asbestos Management Plans, including regular environmental inspections and three-year updates
- Scheduling use and preparation of shared spaces for events like plays, private lessons, tutoring, etc.
- Routine maintenance needs
- Repair, cleaning, and maintenance of building equipment
- Troubleshooting heating and cooling and electrical control and safety devices



- Replacing light fixtures, ballasts, outlets, switches
- Re-keying entrance locks and in door knob and key replacement
- Repair and maintenance of small plumbing needs
- Filter replacements
- Painting and refinishing
- Cleanup of overflowing toilets, vomit, or other accidents
- Repairs to desks and chairs
- Maintenance and inspection of fire detection systems
- Maintenance and inspection of boiler
- Posting of evacuation routes
- Daily building inspections, including bathrooms, doors, and windows
- Hiring and overseeing contractors: janitors, plumbers, glass installers
- Ordering “green” restroom supplies such as soap and recycled paper products
- Maintaining building exterior (i.e., window, roof drain, roof leak issues, grounds)

#### **Landscaping**

- Manage snow and ice removal
- Manage repair and maintenance of sprinkler system, including sizing for flow and coverage and lawn care, trimming of bushes and trees, weeding, clearing dead bushes
- Upkeep of playground equipment and fencing
- Ordering and installation of mulch and sand

#### **General**

- Responding to staff work requests
- Garbage and recycling removal
- Responding to other tasks pursuant to the successful operation of the facilities and grounds.
- Organizing and supervising “Parent Volunteer Work Days”
- Implement CMP recommendations including improving sustainability at DWS
- Manage and oversee Capital Improvement Plan

#### **Committee Work:**

- Member of the Building and Grounds Committee

If you are interested in applying for this position, please send a resume and contact information for professional references to Judy Lucas, Administrative Director, at [admin@denverwaldorf.org](mailto:admin@denverwaldorf.org) or by mail to:

The Denver Waldorf School, 940 Fillmore St., Denver, CO 80206.