

## Job Description



201 Stanwix Street

Suite 100

Pittsburgh, PA 15222

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www.cityhigh.org

<b>Job Title</b>	<b>Facilities Manager</b>
<b>Position Summary</b>	This position is an essential member of the City Charter High School (CCHS) community. The Facility Manager is responsible for overseeing all aspects of our school building's operations, including maintenance, repairs, cleaning and space management to ensure a safe and functional workspace by coordinating contracts with service providers, inspecting facilities for safety compliance, and planning renovations or updates as needed. The responsibility of this position includes maintaining all CCHS occupied floors. The position is expected to promote a clean, safe and healthy environment for all students and staff. This position must be willing to work a flexible schedule based on department and school requirements. The Facilities Manager works a 12-month schedule.
<b>Qualifications</b>	Associates Degree (preferred) and minimum of 5 years of facilities management experience.
<b>Essential Job Functions</b>	See below.
<b>Reports to</b>	CEO/Principal in collaboration with the Director of Business Affairs & Human Resources
<b>Compensation</b>	\$60,000-\$78,000 (based on experience), plus a generous benefit package including health insurance (medical, dental and vision) that is subsidized by City High, paid time off (PTO), a competitive 401k retirement program (with competitive employer matching contributions), a reimbursable annual educational stipend up to \$3,000, an annual transportation stipend of \$1,250 and a 4-day school schedule that includes only one work Monday per month. This position also includes and on-site parking spot.

### Essential Functions:

- Assuring leadership and management of the City High facility and related issues to maintain a top notch facility, where students and staff can take pride in our school as a well-maintained place of learning.
- Scheduling and overseeing routine maintenance tasks like HVAC checks, plumbing repairs, electrical upkeep, and equipment servicing.
- Taking end-to-end ownership of facilities, thrive in an environment where you are empowered to take the initiative, make key decisions, and champion new relevant ideas.
- Initiating and negotiating contracts with vendors for cleaning services, equipment PMP Programs (Kitchen Equipment, Fitness Equipment).
- Optimizing space utilization by managing room assignments, reconfigurations, and furniture layout.
- Allocating and tracking facility expenses, managing facilities budgets, and identifying cost-saving opportunities.
- Developing renovation projects, facility upgrades, and capital improvements.
- Managing and prioritizing online Facility Maintenance requests through our Incident IQ system.

- Supervising and leading cleaning crews, including a maintenance technician, and a student maintenance team (during a portion of trimester breaks).
- Assuring timely responses to emergencies like power outages, flooding, fire alarms, and issues that could cause potential building damage and/or disrupt essential facility operations.
- Coordinating Trimester Break activities, tasks and projects.
- Collaborating with the School Safety and Technology departments as well as building owner staff regarding the implementation of proper security measures for the building.
- The Facility Manager is considered an on-call position and must respond to all emergencies.

**Skills and Qualifications:**

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- Associates Degree and 5 years of facilities management experience.
- Must be able to acquire PA school clearances: Patch, FBI fingerprinting, Child abuse certifications.
- Strong understanding of building systems (HVAC, electrical, plumbing)
- Strong leadership ability and supervisory experience.
- Project management skills and ability to prioritize competing needs.
- Computer literate and an ability to be trained on POS system and internal email/ticket system.
- Must have customer service skills.
- Must be able and willing to multitask and “wear many different hats” within a small team.
- Must be able to reach, bend, stoop and lift up to 40 pounds.
- Excellent interpersonal “people” skills and the ability to build and maintain relationships with students, families, and staff members; Overall ability to communicate well with all levels of people in a friendly and professional manner.
- Must maintain six hours of annual mandatory training credits.
- Effective problem-solving skills; the ability to identify challenges and proactively work to find solutions.
- Ability to maintain confidentiality in all aspects of the job.
- The ability to manage multiple responsibilities simultaneously.
- The ability to learn quickly in a fast-paced environment.
- A passionate belief in the mission of City High and a commitment to increasing the success of our students, families, and the school.
- Excellent communication and interpersonal skills.
- Ability to buy into our school culture and treat our students, staff, and families as customers.
- Must be able to work independently and as a part of a team.
- Knowledge of relevant safety regulations a plus.

Interested applicants should send a cover letter and resume as follows to the attention of:

Dr. Dara Ware Allen  
 CEO and Principal  
 City Charter High School  
 201 Stanwix Street  
 Pittsburgh, PA 15222  
[employment@cityhigh.org](mailto:employment@cityhigh.org)