

Waldorf School of Pittsburgh  
Facilities Manager Position

**DUTIES/TASKS:**

- Maintenance and Repairs
  - Supervise and coordinate all maintenance service and repairs pertaining to building and related equipment
  - Address daily maintenance issues as they arise
  - Regularly monitor and address safety issues pertaining to the facility
  - Manage list of maintenance requests from faculty and staff of the school and coordinate with the requestor to address the issue
  - Execute maintenance projects “in house,” when feasible
  - Solicit bids and outline scopes of work for larger building projects
  - Coordinate work by general or sub-contractors, manage and meet regularly, observe the work to ensure it meets specifications and/or requirements, manage building project budgets and approve the payments for work
  - Schedule and coordinate volunteer work on maintenance projects
  - Manage the facilities mechanical systems, including plumbing, heating, electrical, and telecommunication
  - Act as primary contact person for security monitoring service in the event of a burglar or fire alarm
- Grounds
  - Negotiate contracts for snow removal
  - Order gravel, mulch and sand as needed
  - Coordinate seasonal grass cutting and leaf removal
- Ensure compliance with safety/regulatory requirements
  - Lead
  - AHERA
  - ACHD
  - Coordinate yearly inspection of fire detection system and fire extinguishers
  - Building codes
- Coordinate with subcontractors who handle specific areas
  - Janitorial
  - IT
  - Owner’s rep
  - Snow plow
  - Pest control
- Manage the annual facilities budget, as well as grant budgets when applicable/available in collaboration with the Business Manager and Finance Committee Chair (Treasurer)
- Serve on the Buildings, Grounds and Safety Committee to determine larger maintenance and facility expansion priorities

- Attend regular meetings of the Buildings, Grounds and Safety Committee; attend monthly Board meetings as required
- Coordinate with cleaning contractor to maintain cleaning standards, order cleaning supplies to ensure items are in stock
- Contribute to larger renovation or construction projects with consideration given to the historical integrity of the building, where feasible
- Manage use of facility spaces to support faculty and staff requirements
- Coordinate with the Buildings, Grounds and Safety Committee to manage school grounds, including plantings, pruning, grass cutting, and other regular maintenance
- Contribute to lessening the environmental impact of the facilities in areas such as energy and water usage, air quality, waste, etc.

### **QUALIFICATIONS:**

- Extensive familiarity with standard building construction materials and techniques, with special emphasis on historic building construction
- Knowledge of building codes and code requirements
- Understanding of and/or abilities in multiple building trades, including, but not limited to: electrical, plumbing, carpentry, roofing, painting, plaster work, telecommunications, and hydronic heating systems
- Knowledge of appropriate historic preservation practices, including the Secretary of the Interior's *Standards for Rehabilitation*, and the application of those practices and standards
- Emphasis on appropriate and effective methods of addressing maintenance issues that ensure the long-term stability of the structure
- Ability to set priorities and make appropriate decisions on repairs
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, architectural drawings, and procedure manuals
- Analytical ability to synthesize complex or diverse information; use intuition and experience to complement known information
- Strong problem solving skills to identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions
- Ability to use and develop basic applications on typical office software including email, word processing, presentations, spreadsheets, and databases
- Organized and efficient; effective verbal communication skills
- Ability to interact effectively with a wide range of people, and to compose letters and other written communications in a professional fashion
- Interest in taking initiative, with the ability to develop creative solutions to problems
- Willingness to work out of Waldorf principles

Applicant must pass a criminal background check and child abuse screening prior to employment

## **Compensation**

- Hours are Monday-Friday, 8:00 am-4:00 pm; Must be available for weekend and evening building emergencies
- Salary commensurate with experience
- 90% tuition remission; 100% discount on Extended Care Program during working hours
- Health and dental coverage
- 20 vacation days in addition to New Year's, MLK, Good Friday, Memorial, Independence, Labor, Rosh Hashanah, Thanksgiving, Thanksgiving Friday, Christmas Eve, Christmas Day.
- 8 personal/sick days, 1 professional day