

KCA Facilities Manager - Job Description

POSITION PROFILE

The Facilities Manager ensures the school's buildings and grounds are clean, safe, and fully operational. This role oversees workplace safety and security procedures, manages maintenance and repairs, coordinates facility use, and supervises custodial staff. The Facilities Manager also provides support to the Leadership Team strategic planning through budgeting, forecasting, and compliance oversight, contributing to a professional and well-maintained learning environment.

The Facilities Manager will be a supportive member that at all times works to support the overall ministry of KCA and its Vision and Mission:

KCA's Vision - *to enable all students to achieve their maximum potential in a secure and respectful learning environment where students are challenged to explore God, His Creation, and their place in it and*

KCA'S Mission - *to assist families by providing students with a Christ-centered, biblically directed education which inspires students to pursue excellence in academics, moral character and service to others.*

RELATIONSHIPS

The Facilities Manager is directly accountable to the Principal. The Facilities Manager will meet regularly with the Principal, and as required, with the Leadership Team to assess and determine priorities. The Facilities Manager will maintain cooperative relationships and support all KCA staff, including teachers EAs and Office Staff.

The Facilities Manager will be a member of JOSH (Joint Occupational Health and Safety) Committee, support external facility users and maintain mutually supportive relationships with the staff at Cranbrook Alliance Church.

QUALIFICATIONS

The Facilities Manager requires excellent time management and organizational skills and should represent as many as possible of the below mentioned characteristics. To successfully respond to the challenges of the role, the Facilities Manager will be comfortable collaborating with staff and at times students.

Professional Qualifications

- Experience in facilities management or building operations
- Possess "handyman" trade skills in such as carpentry that can support the day to day operation of KCA
- Knowledge of safety regulations and building codes
- Familiarity with budgeting, insurance, and service contracts
- Strong organizational and project management skills
- Proficient in record-keeping and reporting
- Ability to be self motivated to achieve objectives
- Maintain a high level of confidentiality

Personal Qualifications

- Commitment to safety, cleanliness, and operational excellence
- Comfortable working independently and collaboratively

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- A strong team player
- High degree of professionalism, innovation, creativity
- Manage multiple tasks in an ever changing environment and be able to prioritize tasks
- Detail-oriented and proactive
- Optimizes time and resources, ensuring high quality work
- Friendly, confident with an outgoing and positive attitude
- Ability to foster a respectful, professional environment
- Ability to deal professionally and respectfully with others

Ministry Qualifications

- KCA is looking to hire a devoted follower of Jesus Christ, demonstrating Christ-like character and the Fruit of the Spirit
- Works with integrity and aspires to develop an authentic Christ-like environment at KCA
- Agreement to and signing of the KCA Statement of Faith,
- Conduct yourself as a symbol of the school's culture through modelling attitudes and behaviours that signal to others what is of importance and value.

AREAS OF FOCUS

- Facility cleanliness, safety, and security
- Maintenance and repair coordination of building and grounds
- Health and safety compliance
- Budgeting, forecasting, and insurance oversight
- Facility use scheduling and communication
- Strategic planning for refurbishments and renovations
- Contractor management and supervision of any facilities staff that may be added to KCA

SPECIFIC RESPONSIBILITIES

Cleaning Related

- Ensure all school facilities and grounds are maintained to high standards of cleanliness, safety, and functionality
- Complete daily cleaning duties as required
- Create a work flow “to-do list” for after-hours custodian(s).
- Manage 3rd party cleaning/janitorial contracts
 - Assign duties, work schedule and accountability for after-hours custodian(s)
 - Supervise custodial, maintenance, and groundskeeping staff/volunteers
- Oversee waste management, recycling program

Safety and Security Related

- Oversee building security, including locking procedures, alarm systems, and emergency protocols
- Maintain compliance with health, safety, and environmental regulations, including participation in the Joint Occupational Health and Safety (JOSH) Committee
- Oversee parking lot including student safety, traffic flow, and parking space allocation and signage
- Promote a professional, respectful, and safety-conscious working environment across all facility operations

Facility Related

- Communicate regularly with school leadership, staff, and external stakeholders regarding facility needs and updates

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- Coordinate and monitor all maintenance, repair, and renovation projects, ensuring timely and cost-effective completion
- Manage building systems including HVAC, electrical, plumbing, and telecommunications, ensuring proper operation and scheduling necessary servicing
- Manage facility-related budgets, including forecasting, cost control, and proposal preparation
- Manage service contracts, and vendor agreements related to facility operations and provide for and supervise external contractors and service providers
- Work to develop volunteer opportunities for KCA supporters to complete facility projects
- Maintain accurate records of maintenance schedules, inspections, repairs, and expenditures
- Coordinate internal and external facility bookings, ensuring appropriate use and setup of spaces
- Support school operations by ensuring classrooms and common areas are prepared for seasonal use
- Support school operations by ensuring preparations are completed for special events
- Other duties as assigned