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www.cityhigh.org

Job Description

Job Title	Facilities Manager
Position Summary	<p>A Facility Manager is responsible for overseeing all aspects of a 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.</p> <p>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 is a 12-month contracted position.</p>
Qualifications	See below.
Essential Job Functions	See below.
Reports to	CEO/Principal
Salary Range	See below.

Duties & Responsibilities:

- Scheduling and overseeing routine maintenance tasks like HVAC checks, plumbing repairs, electrical upkeep, and equipment servicing
- Negotiating and managing contracts with vendors for cleaning services, equipment PMP Programs. (Kitchen Equipment, Fitness Equipment)
- Optimizing space utilization by managing room assignments, reconfigurations, and furniture layout
- Tracking facility expenses, managing maintenance budgets, and identifying cost-saving opportunities
- Overseeing renovation projects, facility upgrades, and capital improvements
- Overseeing Facility Maintenance request system
- Managing and supervising cleaning crews, maintenance technicians, and other facility staff
- Coordinating response to emergencies like power outages, fire alarms, and building damage
- Coordinate Trimester Break activities and tasks
- Facility Manager is considered an on-call position and must respond to all emergencies

Qualifications / Required Skills:

- Must have a minimum of 5 years Facility Maintenance experience
- Strong understanding of building systems (HVAC, electrical, plumbing)
- Project management skills
- Excellent communication and interpersonal skills, customer satisfaction is a must; ability to communicate well with all levels of people in a friendly and professional manner
- Ability to work independently and as part of a team
- Knowledge of relevant safety regulations

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- Collaborating with building owners and upper management on budgeting for facilities needs
- Ensuring proper security measures for the workplace, including collaborating with the internal Security Team
- Must be able to work independently and complete tasks with minimal supervision
- Must be able to reach, bend, stoop and lift up to 50 lbs

Compensation / Benefits:

Salary range of \$58-75k (negotiable based on demonstrated skills and performance). In addition, CCHS provides a generous benefits package:

- Health insurance (monthly premium paid by City High)
- Paid Time Off
- 401K Retirement Program (with matching contributions)
- Position includes on-site parking spot