

OUR MISSION

Williamsburg Christian Academy's mission is to provide college preparatory instruction in a culture of grace through personalized learning in academics, arts, and athletics while building relationships that inspire students to serve their community and become Christ-centered leaders.



OUR VISION

The vision of Williamsburg Christian Academy is to partner with parents and the community to inspire minds to inquiry through God's wisdom, hearts to compassion in God's service and lives to Christ in leadership.

MINISTRY POSITION DESCRIPTION

Position Title: Facilities Manager

Reports to: Head of Administration

Classification: Exempt; Salaried; 40 hours/week; 12-month employee status

Date Prepared/Revised: August 22, 2021

PRINCIPAL FUNCTION

The WCA Facilities Manager is responsible for WCA buildings, grounds and fleet safety and scheduling. This responsibility includes oversight of the custodial and maintenance personnel as well as maintenance and construction contractors. The Manager is also responsible for the safety and security protocols for WCA and enforcement of the protocols.

EXPERIENCE AND EDUCATIONAL REQUIREMENTS

The successful candidate should have a minimum of five (5) years of practical experience in facility management. A minimum of an associate's degree in a related field is required; Bachelor's degree in engineering or facilities management or related field preferred. Good working knowledge of Microsoft Office Products is essential.

SPECIFIC FUNCTIONS

- Supervise custodial and maintenance personnel and ensure they are trained appropriately and work in a safe manner as required by OSHA
- Develop RFP's for preventative maintenance and construction contracts. Responsible for obtaining a minimum of 3 bids and supervise the process. Once the process is complete, make a recommendation of acceptance to HOA
- Supervises all contractors onsite and holds them accountable for the work performed. Have oversight of all renovation and remodeling projects
- Responsible for establishing and executing preventative maintenance schedules to ensure work is completed on time and within budget
- Responsible for ensuring all required inspections for equipment and services for such systems as elevators, security, fire systems, gym equipment are completed on time to remain compliant with codes and state requirements
- Work with HOA concerning annual budgets and capital expenditures
- Process all facilities purchase orders and invoices to maintain proper financial controls and timely payments

- Responsible for the upkeep and maintenance of the WCA grounds to ensure the property is always pleasing to the eye and safe. This responsibility includes preparing and securing for, and clean up from, emergency weather conditions.
- Responsible for the upkeep, maintenance, and schedule of use for the WCA fleet, ensuring the safety and maintenance schedules are maintained and in compliance with all state laws
- Receive and respond to all security, fire and HVAC alarms, resolving issues with the proper authorities promptly
- Responsible for the management and distribution of keys and key fobs and maintaining a proper log
- Oversee all aspects of the Americans with Disabilities Act and Barrier Free Compliance standards
- Assume all other duties assigned by the Head of Administration

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The demand of extended workdays requires a high level of physical endurance. This job requires the ability to handle and balance multiple demands at the same time.

While performing the duties of this job, the employee is frequently required to walk, sit, use hands to handle or feel; reach with hands and arms, stoop, kneel, or crouch, talk or hear. Specific vision abilities required by this job include close vision, color vision and depth perceptions. While performing the duties of the job the employee will visit various buildings for inspection and meetings. The employee will occasionally lift and/or move up to 50 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate but can fluctuate between being occasionally quiet and sometimes loud. Work is performed both indoors and outdoors.

OTHER GENERAL RESPONSIBILITIES

- Continuing submission to the Lordship of Christ in every area of life, the acquisition of and obedience to scriptural knowledge, continual growth toward maturity in Christ, and consistency of Christian behavior;
- To maintain devotions in your home, to educate in Christian doctrine, and to pray for the salvation of your family;
- To honor the members of the Governing Board, esteem and love them; to pray for them regularly; to submit to them in the exercise of their duties; and to manifest a tender regard for their reputation;
- To be actively involved in the life of the school; to be loyal to its programs; to pray regularly for its ministry, leadership, staff, parents, and children; to manifest a tender regard for their reputation, and to contribute to its support with time and finances as God prospers you;
- To pray for those outside the body of Christ, to honor obligations and commitments to them; and as opportunity and ability enable, to commend the Gospel of Christ to them.