



# HOUGHTON ACADEMY

## Facilities and Maintenance Manager

### Job Description

#### **General Description:**

The Head of School hires the Facilities and Maintenance Manager (FM) year-to-year to oversee the maintenance, operation, and improvement of all Houghton Academy (HA) facilities and buildings. This role involves coordinating with the Grounds and Custodial Manager (GCM) and external vendors/contractors and ensuring that facilities are safe, functional, well-maintained, and aesthetically pleasing to support HA's mission, vision, and values.

#### **Ministry Description Summary:**

The Houghton Academy FM has a calling to serve God as a minister of the Gospel of Jesus Christ, who is assured of personal worth and professional competence, both being in balance with the Scriptures; who leads a consecrated life before the Lord, co-workers, students, and parents, and is a committed follower of Jesus Christ. The FM shows a high degree of professionalism and responsibility in fulfilling their ministry as an employee of Houghton Academy.

#### **Reports to:**

Head of School

#### **Evaluation:**

Based on this job description, the Head of School evaluates the FM's performance regularly and annually.

#### **Primary Job Functions and Expectations:**

1. Develop and implement a comprehensive maintenance plan for all facilities, including preventive maintenance schedules and regular inspections.
2. Coordinate with the Grounds and Custodial Manager, external vendors, and contractors for specialized maintenance services, repairs, and renovations.
3. Ensure compliance with all relevant health, safety, and environmental regulations, including OSHA standards and building codes.
4. In collaboration with the CFO, manage the facility maintenance budget, track expenses, and identify cost-saving opportunities.
5. Oversee the scheduling of maintenance tasks, prioritizing urgent repairs, and minimizing disruptions to operations.
6. Conduct regular inspections of facilities to identify maintenance needs, safety hazards, and opportunities for improvement.
7. Develop and implement sustainability initiatives to reduce energy consumption, minimize waste, and promote environmental stewardship.
8. Partner, collaborate, and support the Grounds and Custodial Manager to ensure the academy's priority needs are met.

## **Facilities and Grounds Manager**

### **Job Description Continued...**

9. Collaborate with other administrators (e.g., Head of School, Boarding Program Director, Food Service Manager, IT Manager) to address facility-related issues and support organizational goals.
10. Respond to emergencies, such as power outages, equipment failures, and severe weather events, to ensure the safety and security of personnel and property.
11. Maintain accurate records of maintenance activities, equipment inventories, and work orders.
12. Participate in strategic planning discussions with the administration to support facilities' long-term development and expansion.

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Employee Signature / Date