

**OAKBROOK PREP SCHOOL
FACILITIES/MAINTENANCE
JOB DESCRIPTION**

JOB TITLE: Maintenance Manager
REPORTS TO: Business Manager
SUPERVISES: Groundskeeper

DESCRIPTION OF JOB:

The Facilities/Maintenance Manager is responsible for maintaining the school buildings and grounds in top condition to ensure that all students, staff and the community are provided a safe, attractive and clean, healthy environment for learning and work.

JOB FUNCTIONS:

- Ensures work site and conditions are safe.
- Performs regular inspections of equipment, buildings, systems and grounds.
- Performs general maintenance and repair tasks in a variety of areas relating to condition of the buildings, equipment and systems.
- Ensures that all applicable fire, safety, health and environmental regulations and laws are observed and exceeded.
- Operate and maintain in a safe and operational condition all tools and equipment necessary to carry out job functions and responsibilities.
- Make recommendations for improvement in the effectiveness and efficiency of the maintenance and grounds keeping of the school.
- Work with outside vendors on projects, repairs and preventative maintenance that are beyond the scope of responsibilities, skill or experience, outlining the work needed and specifications required of an outside vendor or contractor.
- Respond to emergency situations in a timely manner.
- Move equipment and materials within and between school buildings.
- Works with the groundskeeper to ensure the grounds are maintained according to the attached Ground Maintenance Job Description
- Responsible for set up of Gym for school functions.
- Along with the Groundskeeper, maintains storage building in an organized and clean condition.
- Works with staff to assist on special school functions such as Fall Festival, Musical and International Festival.
- Other duties may be assigned as necessary.

JOB DEMANDS:

- Requires physical exertions to manually move, lift, carry, pull or push heavy objects or materials

- Requires stooping, kneeling, crawling, bending, turning and reaching.
- Must be able to drive a mechanical vehicle.
- Must be able to work in high places.
- Must be able to work indoors and outdoors year round.