

Rockbridge Academy

Job Description for: **Facilities Coordinator**

Revised December 1, 2022

Reporting: The Facilities Coordinator reports to the Facilities Manager

Position Description: The Facilities Coordinator is a full-time position. The Facilities Coordinator will be on-site M-F coordinating hours with the Facilities Manager to provide coverage from 7:00am to 5:30pm with a half hour break for lunch. The schedule is somewhat variable from week to week as the Facilities Assistant will be called on to help cover evening or weekend events when necessary.

1. Skills and Qualities Required
 - a. Good physical condition/able to perform periodic labor-intensive tasks
 - b. Must be able to accomplish a wide variety of tasks with minimum supervision
 - c. Skilled or able to be trained in safe and proper use of hand tools, heavy equipment, and manual transmission autos.
 - d. Willing and able to be trained in general building repair, such as doors, locks, lighting, and adept at understanding plumbing, electrical, grounds keeping, and basic carpentry
 - e. Reliable and punctual.
 - f. A role model for students of mature Christian character
2. Primary responsibilities
 - a. Carry out policies and initiatives issued by Administration
 - b. Assume primary responsibility for school event logistics coordination and planning and address teacher facility and repair requests.
 - c. Assist Facilities Manager with building and grounds repair and maintenance.
 - d. Participate in weekly Facilities Operations Meetings where facility needs and school events are discussed and prioritized.
 - e. Supervise student service time and summer facilities work crews and monitor on-site contractor work.
 - f. Other duties, as assigned.
3. Overview of Tasks
 - a. General building maintenance and groundskeeping projects.
 - b. Event logistics, including set-up and take-down for routine and special school activities.
 - c. Responding to teacher requests for facility or logistics support.
 - d. General janitorial duties as required to maintain a clean and professional working environment.