



## **Job Description**

**Position Title:** Facilities Manager

**Reports to:** NCS Executive Director

**Schedule:** Full Time All Year

### **General Description:**

The Facilities Maintenance Coordinator is responsible for :

- The general repair and maintenance of the NCS buildings, equipment, and grounds.
- The regular landscape maintenance and mowing requirements of the school campus and athletic fields.
- The daily custodial and janitorial needs of the facilities.
- Basic set-up, troubleshooting, and maintenance of audio/visual equipment, including microphones, speakers, projectors, and displays.
- Basic troubleshooting of computer network; coordination and management of external network management partner.
- Basic troubleshooting and maintenance of access control and camera system.

### **Qualifications:**

- **Spiritual / Personal:**
  - Able to give a personal testimony of faith in Jesus Christ.
  - A member of and actively involved in a like-minded local church.
  - Must demonstrate an ability to work well and appropriately with other staff members, parents, and students.
  - Must have a desire to help students better learn, love, and live Jesus Christ as appropriate.
- **Professional:**
  - Must be self-motivated, well organized, and have a strong work ethic.
  - Experience as a handyman and/or AV technician and/or desktop support or other skills related to general repairs and maintenance of facility, systems, and computer network.
  - Must communicate effectively.
  - Must attend all required meetings.
  - Must pass an FBI/BCI background check

### **Responsibilities:**

- **Daily:**
  - Be present each school day.
  - Monitor and respond to facilities-related requests from staff.
  - Ensure restrooms, hallways, lobby, cafeteria, and gym floors are cleaned daily.
- **Facilities and Grounds Maintenance:**

- Organize storage areas, minimize clutter, and maintain tools and equipment.
- Stock custodial supplies and ensure campus and parking lots are trash-free.
- Ensure NCS equipment (e.g., HVAC, kitchen, office, lawn, etc.) is operational and serviced.
- Mow and maintain grounds, including sports fields, and manage landscaping.
- Inspect and maintain gym equipment (e.g., bleachers, backboards) and complete required inspections.
- Monitor and address building issues (e.g., leaks, damaged walls, water damage).
- Coordinate with vendors for HVAC, plumbing, lawn equipment, and other repairs.
- Support for Operations, Events and Activities:
  - Assist with set-up and takedown for school programs, assemblies, and external rentals.
  - Prepare sports fields in collaboration with the Athletic Director.
  - Retrieve and set up seasonal items (e.g., desks, Christmas trees).
  - Clear snow and apply salt on sidewalks; coordinate parking lot snow removal.
  - Manage keys and who has one
  - Ensure equipment inspections are scheduled as needed (bleachers, hoop winches, kiln, gym curtain)
- Technology and Security:
  - Troubleshoot and maintain A/V equipment (microphones, speakers, displays).
  - Oversee access control and camera systems.
  - Assist with basic network troubleshooting and coordinate with external IT support.
- Other Responsibilities:
  - Respond to inspection reports and coordinate mitigation efforts.
  - Assist with improvement and urgent custodial projects.
  - Perform additional tasks as assigned.
  - Assist with facility needs of outside groups renting NCS facilities.
  - Assist with urgent custodial projects.

### **Compensation:**

- Competitive full-time salary
- Discounts on NCS tuition and fees for immediate family
- Retirement savings matching program
- Paid time off