



**Job Title:** Facilities Manager

**Reports to:** Headmaster

**Supervises:** None

**Character Qualities**

- Personal faith in Jesus Christ defines and informs all aspects of life
- Remains in good standing with a local church
- Consistently models humility, grace, strength of character, and the fruit of the Spirit
- Intentionally pursues community and develops genuine relationships with students, parents, and staff
- Seeks ongoing personal development
- Maintains a personal appearance that is professional and modest

**Relational Qualities**

- Possesses good people skills and communicates effectively using acceptable English in written and oral communication; speaks with clear articulation
- Respectfully submits and is loyal to constituted authority
- Has the ability to delegate and follow-up
- Consistently gives and receives feedback
- Is able to diffuse difficult situations, solve problems, and respect confidentiality
- Visible on campus and at school activities; recognizes the sensitive nature of his/her presence
- Acts objectively when own children are attending VPA

**Requirements**

- Hold a valid Texas driver's license and License to Carry.
- Obtain L3 Psychological Clearance.
- Complete the Texas School Marshal course.
- Properly maintain firearms.
- Use only frangible ammunition on campus and in the performance of School Marshal duties, in accordance with TCOLE requirements.

**Role Specific Responsibilities**

- Maintains all campus buildings including the surrounding grounds
- Coordinates with vendors to establish contracts and services schedules
- Project management- oversees special projects and coordinates with contractors
- Exercises judgment in making decisions for the school's facilities
- Keeps accurate records of facilities in order to determine needs
- Assists administration with special event facility setup
- Ensures facility cleanliness including but not limited to making sure trash is picked up around and in the building
- Ensures landscaping is kept up to date and tidy
- Inventory management
- Assures that facility needs are fixed in a timely manner
- Oversees the repair and maintenance, security, and gym maintenance budgets



- Manages sub contractors to assure repairs are done accurately and efficiently
- Manages and oversees the cleaning company employees
- Monitors facility safety
- Develops a system for tracking maintenance requests
- Oversees school systems including but not limited to alarm, network, cameras.
- Is on call for various facility emergencies
- Prepares the campus for breaks and sets up the campus after breaks
- Respond to and immediately address any active threats on campus.
- Patrol the campus during key times, such as drop-off and pick-up.
- Conduct regular door sweeps and brief the Director of Operations on any safety issues.
- Collaborate with campus staff and other Valor personnel to ensure a secure environment.
- Maintain firearm proficiency, practicing regularly and recording practice in the designated Valor document.
- Participate in emergency planning and drills; assist in campus emergency preparedness.
- Adhere to Valor Preparatory Academy's safety policies and act as a liaison between the campus and emergency services.
- Accurately document incidents and provide security coverage for special events as needed.
- Maintain confidentiality and professionalism at all times, in accordance with Valor standards.
- Store firearms in a locked container when not on your person.
- Other duties as assigned by the headmaster
- Is present and participates in Valor special events, including but not limited to the Christmas Program, interest meetings, Grandparent's Day, athletic events, and other whole school events

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Facilities Manager

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Date

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Head of School

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Date