Facilities Manager

City Academy's Mission:
Transforming children, families and our community through exceptional education and bold expectations that empower children to overcome barriers.

Summary of Position:
City Academy is seeking a dedicated and proactive full-time Facilities Manager to oversee the maintenance and operational integrity of our campus in St. Louis, MO.

This hands-on role is vital in ensuring a safe, clean, welcoming, and fully functional environment for students, staff, and visitors. Reporting directly to the Chief Financial and Operating Officer, the Facilities Manager will be responsible for managing building and grounds maintenance, preventive upkeep, repairs, custodial services, campus safety systems, and coordination with outside contractors.

The ideal candidate will possess strong organizational skills, a proactive approach to facility management, and a commitment to maintaining high standards of safety and cleanliness.

Qualifications and Skills:
- Proven 5 plus experience in facilities management or a similar role within an educational or institutional setting preferred.
- Strong knowledge of building systems, grounds maintenance, safety protocols, and custodial operations.
- Excellent organizational skills with the ability to prioritize multiple tasks effectively.
- Ability to coordinate with vendors and outside contractors while maintaining quality standards.
- Strong problem-solving skills with a proactive approach to maintenance issues.
- Effective communication skills for interacting with staff, vendors, and stakeholders at all levels.
- Commitment to maintaining a safe environment aligned with regulatory standards.
- High school diploma; relevant certifications in facilities management or safety are a plus.

Job Responsibilities:
- Oversee daily operations related to building and grounds maintenance to ensure the campus remains safe, clean, and welcoming.

- Perform or coordinate general repairs across campus facilities promptly and efficiently.
- Manage maintenance requests from staff and faculty, prioritizing tasks to minimize disruptions.
- Supervise custodial services to maintain high standards of cleanliness throughout the campus.
- Implement preventive maintenance programs to extend the lifespan of equipment and infrastructure.
- Oversee campus safety systems including security alarms, surveillance cameras, fire safety equipment, and access controls.
- Coordinate with outside contractors for specialized repairs or upgrades, ensuring quality work and adherence to safety standards.
- Conduct regular inspections of facilities to identify potential issues before they escalate into larger problems.
- Maintain detailed records of maintenance activities, safety inspections, repairs, and vendor interactions.
- Support emergency preparedness efforts and ensure compliance with health and safety regulations.

This position offers an opportunity to contribute significantly to the smooth operation of City Academy's campus while ensuring a safe learning environment for all members of our community.

Pay: $65,000 - $85,000 per year — Full-Time

Benefits:
- Dental Insurance
- Employee Assistance Program (EAP)
- Flexible Spending Account (FSA)
- Health Insurance
- Health Savings Account (HSA)
- Life Insurance
- Paid Time Off (PTO)
- Retirement Plan
- Vision Insurance

Work Location: On-Site, In Person
4175 North Kingshighway Boulevard
St. Louis, MO 63115

To Apply: If you are interested in this position, please send your resume to HR@CityAcademySTL.org with "Facilities Manager Application" in the subject line.