



**New School on the Fitzsimons Innovation Campus  
Seeking **Facilities Manager** starting November 2019**

**Are you...**

- Eager to add your voice to a brand new school and building?
- Collaborative, reflective, and resilient?
- Warm, friendly, and kind?

**Do you want to...**

- Be a part of a founding team?
- Work collaboratively to create a joyful learning environment?

**Do you have...**

- A deep belief in all children?
- An attitude that exemplifies teamwork and personal responsibility?
- Excellent communication skills?
- Experience in maintenance and custodial work?

Compositive Primary, a new school serving three year olds through 5th grade, located on the Fitzsimons Innovation Campus in Aurora, Colorado, is now seeking a Facilities Manager to be part of the founding team. Compositive Primary's mission is to educate students to live lives of personal excellence. The school is organized around the integration of four domains: cognition, character, health and well-being, and community engagement; and seeks to cultivate every child's capacity to reflect and learn, recognize and act, care and connect, and engage and serve. This integrated and personalized education places the child at the center of the learning process. Compositive Primary will be housed in a new facility currently under construction.

The Facilities Manager will be the first person many visitors meet and therefore is an important representative of the school. Qualified candidates will have previous maintenance and custodial experience, ideally in a school setting; the ability to manage multiple priorities with frequent and regular interruptions; and strong interpersonal skills.



### **Facilities Manager Responsibilities**

- Report to Director of Outreach
- Inspect school facilities for the purpose of ensuring that all facilities are suitable for safe operations and maintained in an attractive and clean condition.
- Oversee relationship with contracted custodial staff.
- Perform cleaning and special custodial work as required.
- Plan, schedule, and perform preventative and ongoing maintenance tasks for purpose of ensuring equipment is in proper working condition.
- Maintain knowledge regarding methods of industrial cleaning, safety practices and procedures, and health standards and hazards.
- As appropriate, solicit and analyze proposals from contractors to perform various repairs and special maintenance.
- Schedule and coordinate annual inspections per state and county regulations.
- Determine the type, amount and delivery of maintenance and cleaning materials to support the efficient delivery of assigned duties.
- Coordinate and/or lead staff training to ensure safety and compliance with state/federal regulations.
- Respond to immediate safety issues to maintain a functioning educational environment.
- Coordinate appropriate facilities set-up and technical equipment for a variety of activities either for the school or for outside use as required. Estimate the time and materials costs of proposed projects for the purpose of informing budgeting, planning and accountability of actual project costs.
- Track and communicate status of project requests to requestors and other interested parties to ensure timely feedback and accountability.
- Maintain manual and electronic documents, files and records (inspection records, work orders and requisitions, supplies, chemical storage, crisis management data, security controls) for the purpose of documenting activities and ensuring an up-to-date reference.
- Additional duties as deemed necessary by the School.

### **Qualifications:**

- Hands-on knowledge and experience in the safe operation of a variety of tools, machinery, power equipment used in performing essential functions.



- Basic knowledge of building codes and construction and architecture terminology.
- Working knowledge of Google Sheets and Google Docs.
- Ability to multi-task, prioritize, and efficiently complete all activities.
- Effective communication skills, both oral and written, including the ability to interact/communicate with all types of members of the community including teachers, administrators, board members, parents and students.
- Self-starter, ability to set and meet goals, and a desire to excel.
- Ability to foresee potential problems and problem solve.
- Ability to satisfy all physical demands: significant lifting, carrying, pushing and/or pulling up to 50 pounds; frequent stooping, kneeling, crouching and/or crawling; reaching above shoulder level; fine finger dexterity.
- Ability to withstand a variety of indoor and outdoor environmental conditions.

If interested, please submit a cover letter and resume to [careers@compositiveprimary.org](mailto:careers@compositiveprimary.org).