



## JOB DESCRIPTION

### JOB TITLE

**Facilities Manager**

### FTE/HOUR ALLOTMENT

**0.5 FTE | 20 hours per week | Year-round, hourly (non-exempt)**

*Schedule established in coordination with the In-Person Principal; flexibility supported for school events, capital projects, and emergency response. Eligible for overtime per FLSA if hours exceed 40 in any workweek.*

### REPORTING STRUCTURE

**Reports to:** In-Person Principal

**Coordinates with:** District HR/Business Manager (procurement, capital planning, budget); District Superintendent (strategic capital decisions); District Technology Manager (low-voltage and security systems)

**Supervises:** Custodial staff. The Facilities Manager serves as the operational supervisor of record for custodial personnel, providing day-to-day direction, scheduling, training, and performance feedback, and makes hiring, discipline, and termination recommendations to the In-Person Principal, who holds final approval authority for all such personnel actions. The Facilities Manager also manages contracted maintenance and trade vendors.

## MISSION ALIGNMENT

**Our Mission:** To grow environmentally literate, community-impacting learners of excellence.

**Our Vision:** CCS strives to be a school where students build meaningful connections with each other, the community, and the environment through exceptional and relevant learning experiences.

## DEPARTMENT/PROGRAM

In-Person Operations | Crosslake Community School — In-Person PreK–8 Campus

## JOB SUMMARY/PURPOSE

The Facilities Manager is responsible for three integrated areas of work at the CCS in-person campus: (1) facilities operations, including building systems and capital stewardship; (2) maintenance, including preventive, corrective, and grounds work; and (3) custodial supervision, serving as the operational supervisor of record for custodial staff, with hiring, discipline, and termination recommendations made in consultation with the In-Person Principal, who holds final approval authority for all such personnel actions. The role also includes regulatory compliance, vendor management, emergency preparedness, and the planning and execution of facility improvements. The Facilities Manager ensures that CCS's physical learning environment is safe, well-maintained, accessible, and supportive of the District's mission to grow environmentally literate, community-impacting learners.

Working at 0.5 FTE (20 hours per week, year-round), the Manager works in close partnership with the In-Person Principal, the District HR/Business Manager, and the District Superintendent to align facility decisions with strategic priorities and fiscal responsibility, with appropriate delegation and shared responsibility for tasks beyond the part-time scope.

## STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

This position supports our strategic directions and contributes to creating positive daily experiences by:

### For Students:

- Maintaining safe, clean, and welcoming indoor and outdoor learning environments that support both academic instruction and environmental literacy programming.
- Stewarding outdoor learning spaces — grounds, gardens, trail access, and natural areas — so they remain available, safe, and inviting for hands-on, place-based learning.

### For Staff & Community:

- Providing reliable, responsive facility support so staff can focus on instruction and students rather than building or equipment issues.

- Managing the building as a community asset — supporting evening events, family gatherings, and partnerships that strengthen CCS's connection to the Crosslake community.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **Building Operations & Maintenance**

- Coordinate routine, preventive, and corrective maintenance of all building systems including HVAC, electrical, plumbing, roofing, fire safety, and security.
- Maintain the building exterior, grounds, parking areas, playground, athletic spaces, and outdoor learning environments.
- Conduct regular facility inspections and maintain documented preventive maintenance schedules.
- Diagnose, repair, or coordinate repair of equipment and infrastructure issues; perform minor repairs in-house when feasible.
- Maintain accurate inventory of supplies, equipment, tools, and consumables.

### **Custodial Supervision**

- Provide day-to-day supervision of custodial staff, including scheduling, training, performance feedback, and operational direction. Make hiring, discipline, and termination recommendations to the In-Person Principal, who holds final approval authority for all such personnel actions.
- Establish and maintain cleaning protocols, equipment use standards, and building care expectations aligned with health, safety, and operational requirements.
- Plan and oversee custodial coverage for school hours, after-school events, summer cleaning cycles, and emergency response, in consultation with the In-Person Principal.

### **Capital Planning & Budget**

- Collaborate with the District HR/Business Manager and Superintendent on annual maintenance and capital improvement budgets.
- Develop multi-year capital improvement plans aligned with the District's strategic and financial priorities.
- Solicit, evaluate, and recommend bids for major capital and contracted maintenance work in accordance with District procurement procedures.
- Track expenditures against approved budgets and report variances.

### **Safety, Security & Compliance**

- Ensure compliance with all applicable safety, building, fire, ADA, and environmental regulations including OSHA, MN Department of Labor and Industry, MDE physical plant standards, and local code requirements.
- Maintain building security systems, access protocols, and visitor management infrastructure in collaboration with administrative staff.

- Lead facility-related components of emergency preparedness and response (severe weather, fire, lockdown, evacuation).
- Maintain inspection records, MSDS documentation, and compliance files; coordinate required inspections with regulatory authorities.

### **Vendor & Contractor Management**

- Identify, vet, and manage relationships with maintenance contractors, trade vendors, and service providers.
- Ensure contracted work is performed to specification, on schedule, and within budget.
- Maintain current certificates of insurance and required documentation for all vendors.

### **Event & Community Use Support**

- Coordinate facility setup, teardown, and reset for school events, board meetings, family events, and community use of the building.
- Support staff with classroom moves, furniture changes, and instructional space modifications.

### **Sustainability & Environmental Stewardship**

- Identify and implement opportunities to reduce energy consumption, waste, and environmental impact in alignment with CCS's mission.
- Support outdoor and place-based learning by maintaining and enhancing natural learning spaces.

## **CORE VALUES DEMONSTRATED IN THIS ROLE**

This position demonstrates our core values through:

- **Respect:** treating students, staff, families, vendors, and community members with consistent professionalism and care.
- **Excellence:** maintaining a high standard for the safety, cleanliness, and functionality of every learning space.
- **Learning:** staying current with best practices in facility management, building systems, and environmental stewardship.
- **Integrity:** managing District resources transparently, honoring procurement standards, and following through on commitments.
- **Community:** stewarding the building as a shared community asset and supporting events that strengthen connection to Crosslake and the broader region.

## **REQUIRED QUALIFICATIONS**

**Education:** High school diploma or GED required. Vocational, technical, or trade certification preferred.

**Experience:** Minimum five (5) years of progressive experience in facilities maintenance, building operations, or a closely related field, including at least two (2) years in a supervisory or lead role.

**Knowledge / Skills:**

- Working knowledge of building systems including HVAC, electrical, plumbing, roofing, and fire safety.
- Demonstrated experience with preventive maintenance planning and execution.
- Vendor and contractor management experience.
- Budget development, tracking, and financial accountability.
- Familiarity with applicable safety regulations and code compliance (OSHA, ADA, fire code).
- Basic computer proficiency including email, calendar, and documentation systems.
- Ability to read and interpret building plans, equipment manuals, and technical specifications.

**Personal Attributes:**

- Commitment to environmental education, sustainability, and community impact.
- Excellent communication and relationship-building skills with adults and children.
- Organized, dependable, solution-oriented, and able to manage multiple priorities.
- Self-directed with strong follow-through and attention to detail.
- Approachable and professional presence in a school environment.

## **PREFERRED QUALIFICATIONS**

- Associate degree or technical certification in facilities management, building trades, or related field.
- Active trade license (HVAC, electrical, plumbing, or boiler operator).
- Prior K–12 school facilities experience, particularly in a charter, small district, or rural setting.
- Experience leading capital improvement projects from planning through completion.
- Familiarity with Minnesota Department of Education physical plant standards.
- Working knowledge of Google Workspace (Calendar, Drive, Gmail).
- Experience with energy management, sustainability initiatives, or LEED-related practices.

## **WORKING CONDITIONS**

- Year-round, part-time (0.5 FTE / 20 hours per week) position based at the CCS in-person campus in Crosslake, Minnesota.
- Schedule established in coordination with the In-Person Principal; supports flexibility for capital project work, school events, and seasonal maintenance peaks.
- Combination of indoor administrative work and active physical work throughout the building and grounds.
- Regularly required to lift up to 50 pounds, climb ladders, work at heights, kneel, crouch, and work in confined spaces.

- Outdoor work in all weather conditions including extreme cold, heat, snow, and rain.
- Exposure to cleaning chemicals, dust, mechanical equipment, and other facility-related hazards (with appropriate PPE provided).
- Occasional evening or weekend work for school events, capital projects, or community use of the facility — hours tracked and compensated per FLSA.
- Emergency response work outside scheduled hours is expected on an as-needed basis (see **Emergency Pay** under Terms of Employment). Formal on-call rotations, if established in the future, will be addressed by separate written agreement and may carry a standby stipend in addition to response-time compensation.

## DISCLAIMER

This position description accurately reflects the primary duties, responsibilities, and requirements of the role. It does not exclude other assigned duties not mentioned above. CCS is an equal opportunity employer committed to building an inclusive community of educators.

## TERMS OF EMPLOYMENT

- **Delegation Structure:** Reports to the In-Person Principal. Provides day-to-day supervision of custodial staff and makes hiring, discipline, and termination recommendations to the In-Person Principal, who holds final approval authority for all such custodial personnel actions. Manages contracted vendors. Coordinates with the District HR/Business Manager on procurement and budget, and with the District Technology Manager on security and low-voltage systems.
- **Compensation (DRAFT):** Hourly rate range \$29.13 – \$36.41/hour, derived from the Manager Band (\$53,600 – \$67,000 at 1.0 FTE / 1,840 hours per year). At 0.5 FTE / 20 hours per week / 1,040 hours per year, this corresponds to an annual range of approximately \$30,295 – \$37,872. Placement within the band is determined by the candidate's years of relevant experience, credentials, prior scope of responsibility, and performance history, in accordance with the District's Salary Band Administration Methodology. Bands are reviewed on the District's three-year compensation cycle and may be adjusted based on Board approval. Should the position be expanded to 1.0 FTE in the future, FLSA classification will be re-evaluated and the position would convert to a salaried Manager classification at the corresponding band placement.
- **Emergency Pay:** Emergency response work — defined as unscheduled call-outs for building system failures, security incidents, severe weather response, or other facility emergencies requiring immediate on-site or remote response outside scheduled working hours — is compensated at one and one-half (1.5x) the employee's regular hourly rate, with a two-hour minimum per call-out event. Emergency response should be initiated or confirmed with the In-Person Principal when feasible; in cases where immediate action is required before notification, the employee will document and report the response within 24 hours. Emergency hours are tracked separately on the timesheet, count toward weekly hours worked for FLSA

overtime calculation, and do not stack with FLSA overtime — the higher applicable rate governs for any given hour worked.

- **Benefits:** Per CCS staff benefits policy for 0.5 FTE positions, including pro-rated paid leave, retirement (TRA/PERA as applicable), and professional development support. Health insurance eligibility per CCS plan documents and applicable law.
- **To Apply:** Please send a resume and letter of interest to [hiring@crosslakekids.org](mailto: hiring@crosslakekids.org).

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**Board Approval Date:** \_\_\_\_\_

environmentally  literate learners