



THE GARDEN SCHOOL OF MARIETTA

JOB DESCRIPTION

Facilities Manager

Part-Time, Year-Round Position

Schedule: Approximately 18–20 hours per week, Days/Hours Flexible – Ideally, Monday, Wednesday, and Friday mornings, with approximately 10 Saturday Community Work Mornings annually

Compensation: \$30/hour

Position Summary

The Facilities Manager is responsible for the care, maintenance, safety, and stewardship of The Garden School of Marietta's outdoor campus and school-owned property.

The Garden School is a Waldorf-inspired forest school situated on a unique natural campus that includes forested areas, trails, outdoor classrooms, farm spaces, gardens, gathering areas, play spaces, fencing, gates, and other outdoor infrastructure. This position is primarily responsible for maintaining and caring for these school-owned spaces and assets.

The school rents classroom and administrative buildings from Emerson UU Church. The Facilities Manager is not responsible for general maintenance of the church-owned building itself, except for minor school-use needs, communication of concerns, or coordination with the property owner when appropriate.

This is a hands-on position for someone who enjoys working outdoors, notices what needs attention, takes initiative, and understands that the physical environment is an important part of the educational experience. The Facilities Manager works closely with

the Head of School, Director of Operations, farm teacher, faculty, families, contractors, and community volunteers to ensure that the campus remains safe, beautiful, functional, and aligned with the school's mission.

Essential Responsibilities

Campus, Forest, and Property Stewardship

- Care for and maintain the school's forested property, trails, outdoor classrooms, gathering areas, gardens, farm areas, play spaces, fences, gates, pathways, and other school-owned outdoor infrastructure.
- Conduct regular walks and inspections of the campus to identify safety concerns, needed repairs, fallen limbs, erosion, drainage issues, trail concerns, damaged fencing, or other maintenance needs.
- Maintain trails and outdoor learning spaces so they remain safe, accessible, and functional for students and faculty.
- Monitor trees, branches, natural hazards, and changing site conditions and communicate concerns requiring professional assessment or outside contractors.
- Support maintenance of creek areas, drainage pathways, and erosion-prone portions of the property as appropriate.
- Help preserve the natural beauty and ecological integrity of the campus while balancing student access and safety.
- Maintain outdoor furniture, benches, shelters, storage areas, signs, gates, fencing, and school-owned structures.
- Keep outdoor classrooms and common areas ready for daily school use.

Maintenance and Repairs

- Perform routine maintenance and minor repairs throughout the school-owned campus and outdoor facilities.
- Complete basic carpentry and repair projects as appropriate, including simple repairs to fencing, gates, shelving, outdoor structures, furniture, and learning spaces.
- Identify when repairs require a licensed professional or specialized contractor and communicate those needs promptly.
- Coordinate with vendors, contractors, arborists, landscapers, pest-control providers, wildlife-removal professionals, and other service providers when needed.
- Develop and maintain preventive maintenance schedules for outdoor infrastructure, equipment, vehicles, tools, and school-owned assets.

- Maintain an organized system for tracking ongoing repairs, routine maintenance, seasonal projects, and longer-term property needs.
- Maintain an inventory of tools, equipment, machines, maintenance materials, and related supplies.
- Ensure tools, equipment, fuels, chemicals, and maintenance materials are stored safely and securely.

Farm and Animal Support

- Work in partnership with the Farming Teacher to support the safe and functional operation of the school farm.
- Maintain animal enclosures, fencing, gates, shelters, water systems, feed storage areas, and related infrastructure.
- Assist with animal care when needed and help ensure reliable coverage during weekends, holidays, school breaks, and summer periods.
- Monitor farm infrastructure for repairs, safety issues, and maintenance needs.
- Help maintain adequate supplies related to animal care and farm operations in coordination with the Farming Teacher.
- Support safe and appropriate student access to farm and animal areas.

A background in caring for farm animals is helpful but not required.

Grounds and Outdoor Learning Environments

- Support the maintenance of gardens, natural play areas, trails, forest classrooms, gathering spaces, and other outdoor learning environments.
- Assist faculty in addressing facilities needs that directly affect teaching and outdoor learning.
- Maintain outdoor spaces in a way that reflects the school's Waldorf-inspired values of beauty, simplicity, care, meaningful work, and connection to the natural world.
- Support seasonal campus preparation, including storm cleanup, leaf and debris removal, trail maintenance, winter preparation, spring projects, and summer campus readiness.
- Identify opportunities for thoughtful campus improvements and communicate recommendations to administration.

Health, Safety, Wildlife, and Risk Management

- Prioritize student, staff, and visitor safety in all facilities and grounds work.
- Conduct routine safety inspections of outdoor classrooms, play areas, trails, farm spaces, fencing, gates, storage areas, and school-owned structures.

- Promptly address or communicate hazards requiring immediate attention.
- Monitor and respond to wildlife, insect, and pest-related hazards that may affect student or staff safety, including venomous snakes, wasp or hornet nests, stinging insects, rodents, and other potentially dangerous animals or infestations.
- Safely remove or coordinate the removal of hazardous wildlife, nests, or pests when appropriate, and engage licensed pest-control, wildlife-removal, or other specialists when the situation requires professional intervention.
- Regularly inspect high-use outdoor areas, trails, farm spaces, play areas, sheds, storage spaces, and outdoor classrooms for nests, burrows, animal activity, fire ants, or other environmental hazards.
- Monitor for storm-related hazards, fallen trees or limbs, flooding, erosion, drainage issues, and other changing conditions that could affect campus safety.
- Maintain emergency-related equipment and supplies connected to the physical campus.
- Support compliance with applicable fire, safety, insurance, licensing, and risk-management requirements related to the school's grounds and property.
- Assist administration with emergency preparedness, evacuation routes, signage, access points, and physical safety planning.
- Respond to or coordinate an appropriate response to urgent facilities concerns, including issues outside regularly scheduled hours when reasonably necessary.

Community Work Days and School Events

- Help plan, organize, and lead approximately 10 annual Community Work Days.
- Identify appropriate campus projects that can be safely and effectively completed by parent and community volunteers.
- Prepare tools, materials, instructions, and project areas in advance of Community Work Days.
- Guide volunteers and ensure projects are completed safely and appropriately.
- Support campus setup and facilities needs for festivals, performances, parent gatherings, school events, and community programs.
- Help ensure the physical campus is ready and welcoming for school events.

Planning, Organization, and Budget Support

- Maintain maintenance logs, inspection records, equipment records, service documentation, and project lists.
- Develop daily, weekly, monthly, seasonal, and annual maintenance priorities.
- Track upcoming repairs and larger property needs so administration can plan proactively rather than reactively.

- Assist the Head of School and Director of Operations with facilities budgeting and long-term campus planning.
- Review facilities-related invoices for accuracy and completion of work and submit them to administration for approval.
- Obtain estimates and bids for larger projects when requested.
- Communicate clearly with administration about immediate safety concerns, operational needs, preventive maintenance, and longer-term improvements.
- Prioritize work according to student and staff safety, impact on school operations, preventive maintenance needs, and longer-term campus improvements.

Qualifications

Experience and Skills

- Experience in facilities maintenance, property care, landscaping, construction, farming, groundskeeping, or a related field strongly preferred.
- General knowledge of basic carpentry and comfort completing straightforward repairs is highly desirable.
- Familiarity with basic plumbing, electrical, mechanical, fencing, and general maintenance concepts is helpful.
- Experience caring for farm animals is helpful.
- Experience maintaining acreage, wooded property, trails, farms, outdoor educational spaces, camps, parks, or similar environments is especially desirable.
- Comfort identifying and responding appropriately to common outdoor hazards, wildlife, insects, and pest concerns.
- Ability to recognize safety concerns and determine whether an issue can be handled internally or requires a specialized professional.
- Strong organizational skills and the ability to manage multiple ongoing projects.
- Ability to work independently, take initiative, and follow projects through to completion.
- Strong communication and interpersonal skills.
- Ability to work collaboratively with teachers, administrators, families, volunteers, and outside contractors.
- Comfort using email, Google Workspace, and basic digital systems for records, scheduling, and communication.
- Reliability, maturity, sound judgment, flexibility, and a sense of humor.

Physical Requirements

- Ability to lift and carry up to 50 pounds.
- Ability to work outdoors throughout the year in varying temperatures and weather conditions.
- Ability to walk extensively across approximately 15 acres of uneven, wooded, and natural terrain.
- Ability to navigate trails, hills, creek areas, farm spaces, and outdoor classrooms.
- Ability to climb ladders and safely use hand tools, power tools, maintenance equipment, and landscaping equipment.
- Ability to bend, kneel, reach, carry, push, pull, and perform other physical tasks associated with grounds and property maintenance.

The Ideal Candidate

The ideal Facilities Manager is someone who naturally notices what needs care.

They may see a loose fence post, a washed-out section of trail, a branch hanging over an outdoor classroom, a wasp nest developing near a student gathering space, a gate that no longer closes properly, or an area that could function better for children and teachers—and take ownership of addressing it.

They are practical, resourceful, organized, comfortable working with their hands, and able to move easily between independent work and collaboration with others. They know when to solve a problem themselves and when a situation calls for a contractor, arborist, pest-control professional, wildlife specialist, or other expert.

Most importantly, they understand that at The Garden School, the land is not simply the setting for the school. The forest, farm, trails, gardens, creek, and outdoor classrooms are part of the children's learning environment and deserve thoughtful, ongoing stewardship.