

Facilities Coordinator

Description

The WSTB Facilities Coordinator is responsible for ensuring the upkeep, safety, and functionality of the school's buildings and grounds. This role supports the physical environment of the campus through both hands-on work and the coordination of maintenance efforts.

Commitment

This is a part-time, hourly position averaging 10 hours per week for up to 48 weeks of the school year.

Desired Skills

- Basic handyman and landscaping skills
- Knowledge of building and equipment maintenance
- Strong attention to detail
- Ability to work within a defined budget
- Self-starter with initiative
- Ability to manage and follow through on both long- and short-term projects
- Effective prioritization and delegation skills
- Professional, collaborative communication with staff, vendors, and community members
- Flexible, solutions-oriented, and attuned to the needs of a small organization

Responsibilities

The Facilities Coordinator is responsible for executing and overseeing the school's maintenance plan. This includes direct maintenance work, vendor coordination, and support of special projects. Specific duties may include:

- Completing approved Maintenance Requests
- Ad Hoc or Urgent Maintenance Issues
- Weekly basic yard maintenance
- Periodic tree, bush, and plant trimming
- Periodic pressure washing and gutter cleaning
- Changing air and water filters
- Coordinating annual grounds maintenance with vendors (e.g., mulch, sandbox renewal, arborist visits)
- Supporting fire compliance in coordination with the Office Manager (exit sign lights, fire extinguisher checks, etc.)
- Managing scheduled maintenance and improvement projects
- Overseeing contractor or vendor work on campus
- Assisting the Administrator with planning and quoting for facilities-related projects

- Prep campus for storms and clean-up after schools (along with Parent Volunteers and vendors as needed).
- Manage off-site storage

Accountability

The Facilities Coordinator reports to the Administrator. All expenditures outside of the approved operating budget must receive prior authorization from the Administrator.

Compensation

This is a 10-hour-per-week, hourly position.

Application

Please send a resume and cover letter to hr@waldorftampabay.org.

Applications accepted through June 30, 2025

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