



# Northern Lights Community School

[Address]

[Contact Information]

## NORTHERN LIGHTS COMMUNITY SCHOOL FACILITY COORDINATOR

### REQUIREMENTS

- **Education and Experience**
  - High school graduate or equivalent
  - Experience with fiscal oversight
  - Experience in construction or facility management
- **Physical Requirements**
  - Hand-eye, mind-eye coordination
  - Constant hearing
  - Carry at least 30 lbs.
  - Standing, walking
  - Stooping, bending, and lifting
  - Repetitive motion with wrists, hands, fingers
  - Must be able to stand for extended periods and work quickly and efficiently

### ASSETS

- Positive references from previous employers
- Enjoys working with children and is patient, compassionate, and flexible
- Experience with facility instruction, maintenance, and overall management.

### JOB EXPECTATIONS

Facility Coordinator is knowledgeable about best practices in building maintenance and construction. Is a great team player with excellent communication skills. Is knowledgeable about local construction and maintenance resources. At times, may need to have a flexible work schedule depending on facility needs. Has high quality work standards and ethics. Other responsibilities include coordination of building improvement projects, general custodial duties, requisition of bids, quality control and working control agent, and support of student construction projects.



## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinate Construction Schedules
- Report to the XXXX Building Company Board when needed
- Gather information and bids for building projects
- Coordinate building improvement projects/timelines with the school and building company
- Act as quality control agent for the school and building company
- Coordinate ADA needed projects to ensure XXXX is in compliance as soon as possible
- Improve overall safety of the building
- General janitorial and custodial duties
- Support student construction projects

## **ADDITIONAL DUTIES**

- Attend staff meetings and weekly building meetings
- Participate on school committees
- Attend training as required or recommended

## **COMPENSATION**

DOE

Mileage reimbursed with appropriately

Hours TBD based on experience and requirements

## **TO APPLY**

### **Application Deadline:**

[Date]

### **Application Materials:**

Resume

Cover letter

Three references

**Please send the above materials to [School Contact Name]**

[Address]

Or

[Email Address]