

Position Focus Sheet

Director of Facilities and Maintenance 2026-2027

Title:

Director of Facilities & Maintenance

Purpose:

Assumes responsibility for the overall maintenance, operation, and repair of the school and related equipment to provide a safe, clean, healthy, and attractive facility. This full-time, hourly position is hands-on, not just supervisory, with additional overtime hours required as needed. The person in this position supervises one full-time custodian.

The Facilities Director manages the outsourced cleaning company, landscapers, and other contractors as needed. Candidate must be able to routinely lift one hundred pounds. In Virginia, all school employees must complete and pass a fingerprint-based background check. The successful candidate must be able to sign and agree to our Christian Role Model Agreement. Preference will be given to candidates with a variety of handyman skills. Hourly pay rate is based on experience with a pay range of \$24-\$29 per hour. Only experienced candidates need apply with a resume, completed Faith Christian School application, and pay requirements emailed to Kathy Martin at kmartin@fcsva.com. No phone calls, please.

Reports To:

Director of Finance & Operations

Relates Closely With:

Director of Finance & Operations
Head of School
Heads of Lower and Upper Schools
Athletic Director
Information Technology Coordinator
Front Receptionist-Scheduling
Events Committees Staff/Volunteers
Administrators
Custodial Staff

Responsible for:

- Performing maintenance and repair of the school and related equipment to provide a safe, clean, healthy, and attractive campus.
- Inspecting school facilities regularly; establishing a program of housekeeping, security and minor general repairs.
- Communicating well with any outsourced independent contractors working on the school building.

- Performing the care of school grounds, parking areas and driveways.
- Assuming responsibility for the cleaning of the building along with outsourced professionals.
- Assuming responsibility for key inventory, distribution, and control.
- Assuming responsibility for locking and securing the building every evening.
- Overseeing set up and tear down of the Great Room and other venues/classrooms as needed.
- Overseeing calendar use of facilities in coordination with the receptionist, and approving the use of equipment (tables, chairs, etc.).
- Operating a work order/maintenance request procedure to ensure systematic attention to repair/maintenance needs.
- Recruiting and recommending building and grounds personnel.
- Providing direct supervision of small custodial and grounds-keeping staff, including training, inspection of work, assigning of specific duties, and overall management.
- Handling any minor repairs of furniture, buildings, and equipment.
- Assuming the role of lead custodian and acting as such in the absence of a custodian on duty.
- Providing direct supervision of any contract building, grounds, and custodial personnel should there be a need.
- Coordinating with various vendors for the ordering of buildings and grounds-related supplies and equipment.
- Conducting regular inventory, preventative maintenance, and repairs of supplies and equipment.
- Developing and recommending budgetary input as it pertains to building and grounds.
- Operating a training program for staff under his/her supervision to ensure knowledge of safe and efficient working procedures.
- Working with the school safety officer on building safety and security, emergency procedures, and evacuation.
- Coordinating with the Roanoke County Fire Department for regular fire drills, inspections, emergency procedures, and inspection of fire extinguishers.
- Adhering to prescribed federal, state, and local rules and regulations as they apply.
- Developing and implementing a system of preventive care and maintenance of the building and grounds.
- Participating in strategic initiatives and planning when it comes to building and grounds.
- Maintaining regular attendance, typically 7:30-4:30, with after-hours work as needed.
- Being a good steward with the resources God has provided Faith Christian School.
- Performing duties and responsibilities in a manner to glorify Christ and further the mission and ministry purposes of Faith Christian School.
- Exemplifying godly behavioral characteristics as exemplified in the Gospel, and specifically in the Faith Christian School Role Model Agreement.
- Maintaining Safety Data Sheets (SDS) on all chemicals used in the school building.
- Performing other duties as assigned by the Director of Finance & Operations.