

## **Job Posting: Facility Manager at K-8 Charter School**

Job Title: Facilities Manager  
Date Prepared: 2/18/25  
FLSA Status: Full-Time Exempt  
Work Year: 230 days, 8 hours per day  
Desired Start Date: June 1, 2025  
Pay Rate: \$55,000 to \$84,000  
Location: 8300 W 94th Ave Westminster, CO 80021

Reports To: Principal

### **About Us:**

Woodrow Wilson Academy is a dynamic K-8 charter school within the Jefferson County School District and a leader in the charter school community dedicated to providing an exceptional, well-rounded education for students in grades Pre-K through 8th grade. Our mission is to foster an engaging, safe, and nurturing environment that allows students to thrive academically, socially, and emotionally. We are seeking a dedicated and proactive Facility Manager to join our team and ensure our school's facilities support an optimal learning environment.

### **Position Overview:**

The Facility Manager will be responsible for overseeing the daily maintenance, cleanliness, and overall functionality of the school campus. This role requires an individual who is hands-on, highly organized, and capable of managing multiple tasks and projects while ensuring the safety, security, and efficiency of the facility. The Facility Manager will work closely with school leadership and staff to ensure the facility meets the needs of students, teachers, and visitors.

### **Key Responsibilities:**

- Oversee daily operations and maintenance of school buildings and grounds, ensuring they are clean, safe, and in good working condition.
- Supervise, train, and manage custodial staff, maintenance personnel.
- Develop, implement, and maintain current preventive maintenance programs for HVAC, plumbing, electrical systems, and critical building systems.
- Manage and coordinate repairs, service requests, and improvement projects, working with outside vendors and contractors when necessary.
- Monitor facility usage and schedules, ensuring all rooms, spaces, and equipment are properly maintained and available as needed.
- Ensure compliance with safety regulations, local building codes, and environmental health standards.
- Maintain accurate records of repairs, inspections, and maintenance activities.
- Manage facility-related budgets, ensuring efficient use of resources.
- Support school events by setting up spaces and assisting with logistics as needed.
- Respond to emergencies (e.g., HVAC failure, plumbing issues, distress calls) and take appropriate action to resolve situations in a timely manner.

- Maintain current strong relationships with the City of Westminster (PD, Building Dept., Utilities) Jeffco School district, security and PD personnel while keeping an open line of communication with staff and school leadership members.
- Collaborate with school leadership to develop long-term facility plans and improvements.

**Qualifications:**

- High school diploma or equivalent required; associate's or bachelor's degree in facilities management, business, or a related field preferred.
- Minimum of 3 years of experience in facilities management, maintenance, or a similar role, preferably in a school or educational environment.
- Strong knowledge of building systems, maintenance practices, and safety protocols.
- Experience with managing staff and working with contractors/vendors.
- Experience with school security systems.
- Excellent problem-solving skills and attention to detail.
- Strong communication and interpersonal skills with the ability to interact effectively with students, staff, vendors, and parents.
- Ability to lift and move heavy objects, perform minor repairs, and work in various environmental conditions (indoors/outdoors).
- Ability to respond to emergencies, including off-hours.
- Knowledge of Google Docs, Google Sheets a plus

**BENEFITS:** Full time benefits offered include: medical, dental, vision, employer paid basic life insurance, voluntary life insurance, voluntary short term disability, CO PERA retirement, voluntary retirement savings plans, paid personal and sick time off, and a family wellness benefit.

**CLOSING DATE:** This position will remain open until filled.

Organization Information: Woodrow Wilson Academy is a K-8 public charter school. Visit our [website at wwacademy.org](http://www.wacademy.org).

Woodrow Wilson Academy is an equal opportunity employer.