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Organization: Westside Christian High School

Title: Facilities Manager

Department: Administration

Reports to: Director of Operations

Pay Range: Salaried

Effective Date: July 1, 2025

Purpose for the Position: The Facilities Manager plays a key role in ensuring that the school environment is clean, safe, and ready for both daily operations and special events. This individual oversees maintenance tasks, manages janitorial and landscaping services, and supports school functions while working closely with high school students and staff. The Facilities Manager must model a strong work ethic with a servant's heart, embodying the school's mission of intentional discipleship.

Essential Responsibilities:

Daily School Operations Support:

- Prepare and maintain the school facilities for scheduled and unscheduled events.
- Ensure classrooms, common areas, and outdoor spaces are clean, safe, and well-maintained.
- Manage the scheduling, supervision, and performance of janitorial and landscaping staff/contractors.
- Assist in preparing facilities for special events, including set-up and tear-down of furniture and equipment.
- Coordinate logistics for vehicle checkout and availability, ensuring vehicles are properly scheduled, maintained, and accessible for school-related activities.

Maintenance and Repairs:

- Perform light janitorial duties, such as trash removal, cleaning, and tidying, as needed.
- Oversee or execute maintenance and repair projects as needed for buildings, grounds, and school vehicles.
- Maintain and store cleaning supplies, chemicals, and equipment in an organized and safe manner.
- Perform routine checks and maintenance on school vehicles, ensuring they are safe and functional for school use.
- Provide for **Preventive Maintenance Inspections (PMI)** of major facilities systems such as roof drains, gutters, HVAC, plumbing, lighting, and the building's water backflow device in accordance with code requirements.
- Conduct PMI on special facility components like the gym floor, bleachers, and basketball hoop retraction systems, ensuring they receive annual maintenance.

Building Security:

- Lock and unlock doors, windows, and gates as needed to secure the facilities.
- Oversee the security alarm system, panic alarms, and security cameras, ensuring proper operation and maintenance.
- Issue and maintain secure building access by managing physical keys, electronic key fobs, and security alarm codes.

Facilities Safety and Compliance:

- **Emergency Preparedness:** Annually review and update the school's emergency preparedness and response plans (e.g., red folders, active threat response, reunification plans).
- **Training:** Provide staff and students with training on emergency preparedness and response plans.
- **Drills:** Conduct emergency response drills, including monthly fire drills and biannual active threat drills, in compliance with regulatory requirements.

- **Fire and Life Safety:** Ensure compliance by coordinating vendor inspections of fire safety systems, including fire detection, extinguishers, sprinklers, and emergency backup power systems.
- Conduct **monthly self-inspections** to verify the functionality of exit signs, AEDs, emergency lighting, extinguishers, eye wash stations, and storage rooms.

Other Duties & Responsibilities:

- This job description is not intended to be all-inclusive. Duties and responsibilities may be added, removed, or modified at any time by the employee's manager to meet the evolving needs of the school.
- The Facilities Manager is expected to perform any and all other duties as assigned by their manager.

Minimum Requirements/Qualifications/Qualities:

- Proven experience (3+ years) in facilities management, building maintenance, construction, or a related field.
- Strong working knowledge of building systems including HVAC, plumbing, electrical, and security systems.
- Ability to perform light janitorial work and basic repairs with competence and attention to detail.
- Experience overseeing vendors or contractors for janitorial, landscaping, or maintenance services.
- Familiarity with safety and compliance protocols, including emergency preparedness and OSHA regulations.
- Demonstrated ability to manage preventive maintenance schedules and facility inspections.
- Competent with basic technology tools (email, scheduling software, work order systems).
- Able to lift at least 50 lbs and perform physical labor as needed.
- Self-starter with strong organizational skills and the ability to prioritize and manage multiple tasks.
- A servant-hearted leader with a collaborative, humble, and solutions-oriented approach.
- Comfortable working around high school students and modeling professionalism and integrity.
- A deep, personal faith in Jesus Christ and a commitment to the mission and values of Westside Christian High School.
- Willingness to sign and adhere to the WCHS Statement of Faith.