

Purpose of Position

The Facilities Project Manager position was created in January 2016. The primary purpose of this position is to assist the DMCS property manager in administrative tasks and to assist in the daily cleaning and maintenance of the property. The secondary purpose is to manage facility projects as assigned by the Director of Business.

Because this is a new position, the job description will be reviewed and updated in the summer of 2016 to more accurately reflect the responsibilities of this new position.

Position:

- Full-time Benefit Eligible / Calendar Year
- Hourly, at-will employee
- Regular hours include one Saturday per month
- Schedule:

Reports To: Director of Business

Evaluated By: Director of Business

Direct Reports: Bus Drivers

Qualifications:

- Born-again Christian.
- In agreement with the Des Moines Christian School (DMCS) Statement of Faith.
- Active member/regular attendee of Bible believing church and committed to growth in a Biblical Worldview.
- Proven leadership in financial oversight in an organization.
- Cleaning or maintenance experience preferred.
- Previous supervisor experience preferred.
- Current Commercial Drivers License (CDL) or able to obtain a CDL.
- Demonstrates excellence in communication.
- Committed to the mission of DMCS.

Professional Profile:

- Demonstrates advanced computer skills.
- Characterized by unquestionable integrity.
- Maintains confidentiality.
- Must have good interpersonal skills, customer service, and organization skills and be able to accept and adapt to a changing environment.

Responsibilities:

Administrative – estimated to be 15-20 hours per week

- Assists the Property Manager in the following:
 - Maintains and orders all cleaning supplies and all paper products.
 - Seeks cost savings for the department.
 - Prepares purchase orders.
- Prepares and manages the operating budget for the grounds, including athletic fields.
- Transportation:
 - Schedules bus drivers for school activities.
 - Approves payroll (electronic time cards) for bus drivers.
 - Prepares internal transportation allocation to expense use of vehicles to departments.
 - Prepares reports as required by the State of Iowa.
 - Contact person for contract driving services, including scheduling of driving and providing billing information to the Business Office.

Property Maintenance / Cleaning – 20 to 25 hours per week

- Primary responsibility for grounds keeping, which includes repair and maintenance associated landscaping, lawn, playgrounds, parking lots, the concession building, and athletic fields.
- Engages parent volunteers to assist with projects
- Assists the Property Manager with cleaning specific areas of the interior of the building as defined by a published schedule.

Other

- Sets and achieves annual performance goals with the Director of Business.
- Other duties as assigned by the Director of Business.

Signatures/Date:

Project Manager - Facilities

Director of Business