



Building Manager and Operator

Job Description

Position Summary:

The **Building Manager and Operator** ensures that the Airdrie Christian Academy (ACA) building's physical, structural, electrical, mechanical and custodial systems and processes, including fields and grounds, are well maintained and operated effectively in order to provide a safe, clean and uplifting learning environment.

The position serves as the first point-of-contact for all Facilities related matters and provides hands-on operational support and execution for building tasks.

The position works closely with ACA leadership, staff and external contractors and vendors to ensure all school programs and activities run smoothly and align with the school's mission and values. The position proactively provides communications on regular and seasonal expectations regarding facility use.

The Building Manager and Operator must be a born-again Christian who is in full agreement with ACA's Statement of Faith, agrees to abide by the school's Moral Conduct Policy, and is committed to fulfilling the School's Mission.

Key Responsibilities:

1. Facility Maintenance:
 - a. Complete regular (daily, weekly, monthly, quarterly and annual) checklists and address facility issues which need further attention.
 - b. Perform basic hands-on building maintenance and repairs
 - c. Ensure building systems and processes are working optimally and in accordance with applicable regulations and guidelines. Coordinate all routine and preventative maintenance work, as well as upgrades projects, with approved external contractors and vendors.
 - d. Responsible for maintaining and updating building site maintenance tracking roster as well as keeping building logs, maintenance records and other documentation.
 - e. Respond to maintenance tickets and requests in a timely manner. Identify and prioritize facility issues and troubleshoot to mitigate additional tickets in future.



2. Building security:
 - a. Review and recommend updates to building access to optimize security controls.
 - b. Responsible for building monitoring and responding to emergencies.
 - c. Act as custodian of school keys and fobs by monitoring their issuance and return.
 - d. Assist Management with ensuring that best practices regarding Occupational Health and Safety Standards are implemented and maintained.
 - e. Support periodical fire and lockdown drills and emergency preparedness procedures.

3. Grounds maintenance:
 - a. Ensure grounds are well maintained and safe for school operations.
 - b. Responsible for completing summer landscaping tasks.
 - c. Complete seasonal snow removal tasks in collaboration with the snow removal contractor.

4. Furniture and Equipment Inventory
 - a. Responsible for maintaining the inventory of the school's furniture and equipment.
 - b. Ensure items are in good working condition and plan for replacements and additions.
 - c. Assist with the disposal or replacement of damaged items.
 - d. Ensure Audio/Video equipment and musical instruments are safeguarded and released to appropriate user groups.
 - e. Keep storage areas clean, organized, and accessible, ensuring clear clearance and egress is maintained in compliance with building safety and inspection regulations.

5. Operational support:
 - a. Assist with event setups & take downs, including setting up risers, chairs, etc.
 - b. Support and provide oversight to building tenants and maintain the master rental calendar, including schedules for programs, activities, events, and tenant rentals.
 - c. Perform Day Porter tasks in emergency situations.
 - d. Provide after hours on-call support as needed.
 - e. Support other building related duties as assigned.



Position Overview:

- Must be a team player who can work independently with minimal supervision.
- Able to prioritize multiple demands and meet key deadlines.
- Capable of regularly lifting, moving and carrying equipment, furniture and supplies up to 22 kg (50 lb.) alone, or if heavier, with assistance of co-workers or aids.
- Self-directed, task, and goal oriented with a positive attitude.
- Skilled in dealing with a broad range of stakeholders.

Preferred Qualifications:

- 3 - 5 years of experience in building operations.
- Formal education in Building trades and disciplines, Facilities Management, General Business Administration or a related field will be an asset.
- Strong attention to detail and accuracy, with the ability to maintain confidentiality.
- Excellent communication skills, including preparing reports and professional correspondence.
- Alignment with the school's mission and vision.

Other information:

- Salaried position with benefits
- 12 month position with six months of probationary period
- Salary: TBD - Commensurate with experience
- Reporting to: Head of School or designate
- Open until filled

How to Apply:

If you are passionate about this role and are committed to our mission and vision, we invite you to apply through our website: <https://www.airdriechristian.com/careers.html>

We appreciate all those who express an interest; however, only those selected for an interview will be contacted.