

Central Arkansas Christian Schools Inc.

Job Title: Assistant Facilities Manager
Classification: Group I, 250-day contract year
FSLA: Exempt (not eligible for overtime pay)

Our Mission:

To partner with parents to provide a distinctively Christian education that inspires excellence, independence, and a transforming faith in God.

Position Overview:

The Assistant Facilities Manager supports the Facilities Manager in overseeing the daily operations, maintenance, and safety of all physical buildings and grounds. This role ensures that facilities are well-maintained, compliant with safety regulations, and operating efficiently. The Assistant Facilities Manager coordinates with vendors, supervises maintenance staff (if applicable), handles work orders, and responds to facility-related issues. The ideal candidate is organized, proactive, and capable of balancing hands-on maintenance work with administrative support tasks.

Key Job Functions and Duties

Function 1: General Facilities Management

- 1.1 Develop (with the President) and manage a budget for the facilities
- 1.2 Coordinate, schedule, and document routine maintenance and custodial tasks of all school facilities
- 1.3 Collaborate with principals and church representatives to ensure task authorization and/or coordination
- 1.4 Establish and communicate standard maintenance and custodial task operating procedures and standards
- 1.5 Establish and implement an evaluative process to ensure maintenance and custodial task completion and compliance with standards
- 1.6 Collaborate with principals to implement a work order system and ensure compliance with the established procedures
- 1.7 Maintain all maintenance and custodial records
- 1.8 Maintain an adequate inventory of all necessary supplies and parts for maintenance, custodial, grounds, and transportation areas
- 1.9 Schedule and monitor repair service calls (including oversight of work done by outside service providers)
- 1.10 Schedule and oversee regular preventative maintenance of all mechanical equipment
- 1.11 Establish and communicate standard equipment maintenance operating procedures and standards
- 1.12 Maintain all equipment repair and service records
- 1.13 If instructed, solicit project bids, oversee various trade and contractor representatives,

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determine if a project has been completed satisfactorily, and review and approve all requests for any progress payments on the project

- 1.14 Annually review the general maintenance process and submit recommendations for improvement and budgetary requests to the President
- 1.15 Prepare a maintenance and custodial report to include in an annual Facilities Report to submit to the Operations Committee of the board

Function 2: Transportation Management

- 2.1 Plan, organize, control and direct transportation services/operations and vehicle maintenance activities
- 2.2 Develop (with the President) and manage a budget for transportation services/operations
- 2.3 Coordinate, schedule and document routine preventative maintenance and servicing for all school vehicles
- 2.4 Maintain all vehicle maintenance and servicing records
- 2.5 Establish and implement a process for transportation scheduling
- 2.6 In collaboration with principals, supervise the scheduling of buses and driver personnel
- 2.7 Collaborate with principals to ensure that driver personnel are qualified and fulfill all federal, state and local regulations
- 2.8 Establish and implement standard operating procedures and policies for school vehicle use and ensure staff compliance
- 2.9 Establish and communicate standard operating procedures in the event of mid-activity vehicle malfunction
- 2.10 Ensure the efficiency and cost-effectiveness of transportation operations
- 2.11 Annually review the transportation management process and submit recommendations for improvement and budgetary requests to the President
- 2.12 Prepare a transportation report to include in an annual Facilities Report to submit to the Operations Committee of the board

Function 3: Environmental and Safety Management

- 3.1 Collaborate with principals to establish and implement safety standards and policies
- 3.2 Ensure standards and policies dissemination and compliance
- 3.3 Ensure school compliance with all applicable federal, state, and local environmental and safety regulations (OSHA, EPA, DOT, etc.)
- 3.4 Regularly inspect all areas and vehicles to ensure that no safety hazards exist
- 3.5 Document safety inspections
- 3.6 Maintain environmental and safety records
- 3.7 Manage the school's security systems, including the distribution and collection of all keys and entry cards

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3.8 Annually review the environmental and safety management process and submit recommendations for improvement and budgetary requests to the President

Function 4: Facilities Personnel Management

- 4.1 Supervise all facilities staff, including but not limited to training, discipline, and evaluation
- 4.2 Coordinate and document all custodial and maintenance work
- 4.3 Provide job descriptions, schedules, and standard operating procedures and policies for all custodial, maintenance, and transportation staff
- 4.4 Establish and implement a performance evaluation system for all custodial, maintenance, and transportation staff
- 4.5 Annually review the facilities personnel and submit recommendations for improvement and/or suggestions to the President

Benefits

- Eligible for group health program
- Eligible for retirement program
- Covered by Worker's Compensation

Application Process

Please apply at cacmustangs.org/about/employment. For additional information, contact Dr. Andrew Stewart at astewart@cacmustangs.org