



# TRINITY

## CHRISTIAN SCHOOL

### TCS Facility Manager

The Association for Christian Schooling in Calgary South (ACSCS) operates Trinity Christian School, a Christian Alternative School Program within Palliser Regional Schools that offers a Kindergarten to Grade 9 faith-based learning environment to families in south Calgary. Trinity Christian School began as a private school in 1993 growing to over 400 students today,

The ACSCS is seeking an experienced Facility Manager to be responsible for the maintenance and operation of the school buildings and grounds. The position is full time and would report to the ACSCS Executive Director.

### Key responsibilities include:

#### Liaise with service Contractors:

- Mechanical and electrical systems
- Irrigation systems
- Fire alarm system and extinguishers
- Landscaping
- Janitorial services
- Security and CCTV video systems
- Summer Season Contractors, ie. Painters

#### Daily facility Operation & Inspection:

- Security and safety (extinguishers and exit signs)
- Light system lamp replacement
- HVAC monitoring, building automation system
- General bathroom condition/supplies
- General cleanliness throughout
- Boiler room operations
- Sidewalk snow removal
- Occasional janitorial work as needed
- Ordering materials for needed repairs
- Grounds work – mowing lawns, trimming weeds

#### Repairs:

- Perform minor repairs to systems noted above
- Arrange for qualified trades as needed

#### Other Duties:

- Budget preparation for building use and maintenance
- Oversee and plan school break maintenance, such as:  
new classroom setup, painting, gym floor refinishing
- Ensuring that building inspections and permits are current
- School recycling program

#### Facility Management:

- Liaise with joint use facility staff
- Booking and coordination of external facility rentals
- Maintain calendar for gym use (school and rental)
- Coordinate door opening and closing schedule

#### On-Call Requirements:

- Carry an smartphone provided ACSCS
- Emergency facility response
- Key/access issues with renters

#### Qualifications:

- Minimum 5 - years' experience
- Strong relationship and communication skills
- Self-starter
- Works unsupervised
- Keen eye for identifying tasks that need attention
- Able to multi-task numerous projects and meet deadlines

### Contact Information:

To respond to this opportunity, please forward your resume and Personal Statement of Faith together with a cover letter detailing your passion for Christian ministry employment to:

**Email: [m.humphries@tcskids.com](mailto:m.humphries@tcskids.com)**

Application Deadline: Open until a suitable candidate is selected