



Connected Circles, LLC

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Building Manager

The Building Manager will oversee the safety and maintenance of the main building in addition to the primary role of Connector.

The Building Manager's primary responsibilities are 1) maintain the safety and overall functioning of the building 2) engage in a collaborative work environment.

Qualifications:

- Knowledge of the operations of physical building
- Knowledge of safety around the necessary tools and/or equipment

Reports to: Director

Responsibilities:

Student Support

- Coordinates (with staff and/or students) the necessary tasks to maintain the building.
- Collaborates with the Groundskeeper.
- Oversees student safety.
- Uses interpersonal and communication skills to influence, motivate and resolve conflicts.
- Obtains bids for maintenance needed from others
- Models acceptable school and community behavior; encourages students to help, fostering the importance of being a part of a community
- Meet with the Director to review any necessary financial implications for the work; obtain approval prior to making commitments to vendors.

Additionally

- Comply with all policies and procedures as set out in the Connected Circles Employee Handbook
- Participate in all required meetings as well as in-service trainings and staff development activities
- Complete other duties as assigned