



Job Title: Facilities Manager		Reports to: COO	
Worker Classification: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-time <input type="checkbox"/> Contract		Compensation: <input checked="" type="checkbox"/> Salary <input type="checkbox"/> Hourly	
Organizational Supervision: <input type="checkbox"/> Tier A <input checked="" type="checkbox"/> Tier B <input type="checkbox"/> Tier C <input type="checkbox"/> Tier D		Fair Labor Standards Act: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	
Annual Duration: <input type="checkbox"/> 10-Month <input type="checkbox"/> 11-Month <input checked="" type="checkbox"/> 12-Month		Work Location: <input checked="" type="checkbox"/> On-Site <input type="checkbox"/> Hybrid <input type="checkbox"/> Remote _____% on-site	

Position Summary

The Facilities Manager provides leadership, coordination, and daily oversight for campus facilities, maintenance operations, event logistics, safety systems, and student transportation at Concordia Lutheran Schools of Omaha. This position ensures that the physical resources of Concordia are clean, safe, well-maintained, and supportive of the mission, while also providing professional administrative support that strengthens the efficiency of schoolwide operations.

The Facilities Manager works under the direction of the COO, manages the maintenance team and security personnel, and collaborates with the Director of Technology and administrative staff. This role combines hands-on operational management with strong organizational, communication, and customer-service skills.

Position Responsibilities

Personnel Management

- Directly supervise maintenance, custodial, and facilities support staff.
- Create weekly/monthly work schedules; coordinate tasks; follow up on performance.
- Lead training in safety protocols, cleaning standards, and equipment use.
- Provide regular feedback and partner with the COO on evaluations and goal-setting.

Facility Scheduling & Event Management

- Maintain the official facility calendar (Bound or successor system).
- Schedule all school buildings, rooms, and shared spaces to avoid conflicts and maximize utilization.
- Coordinate space use for King of Kings and other ministry partners.
- Schedule space and logistics for approved rental agreements.
- Prepare, issue, and track rental contracts; collect payment; verify insurance; process deposit refunds.
- Create detailed event set-up instructions for the maintenance team and ensure accurate, timely execution.
- Serve as the primary point of contact for internal and external groups regarding facility use.

Maintenance Coordination & Campus Operations

- Create, assign, and track work orders for maintenance and custodial staff.
- Schedule and oversee repairs, preventive maintenance, and seasonal campus needs.
- Support purchasing of furniture, equipment, and maintenance supplies; verify delivery and inventory.
- Maintain updated knowledge of OSHA regulations and ensure compliance, including MSDS documentation.
- Collaborate with the COO during summer months to prepare campus for the new school year (projects, cleaning schedules, room resets, renovations).
- Ensure all special cleaning requests, setups, and campus needs are completed accurately and promptly.

Safety, Security & Emergency Preparedness

- Oversee and verify upkeep and repair of major building systems:
- Fire alarm system
- Security alarm system
- Access control
- HVAC (in coordination with contracted vendors)
- Maintain key inventory and access control permissions; ensure alarm codes are current.
- Serve as primary contact for the alarm companies and coordinate on-site response when needed.
- Liaise with on-campus security personnel — interview, select, schedule, and review performance.

- Support reception processes, student check-in, visitor management, and general front-office workflow.
- Support monitoring of security systems (cameras, door access logs) in collaboration with the Director of Technology.
- Schedule and coordinate quarterly safety meetings; assist with maintaining and updating the Emergency Operations Plan.

Vendor & Contractor Coordination

- Serve as primary contact for facility-related vendors, contractors, and service providers.
- Request bids, coordinate service schedules, oversee project completion, and verify invoices.
- Prepare check requests and supporting documentation for Accounts Payable.

Facilities Resource Coordination

- Collaborate with principals and the activities department to schedule vehicles and drivers for student transportation.
- Ensure regular maintenance and repairs are completed on all Concordia owned vehicles.
- Maintain driver and student transportation records with Nebraska Pupil Transportation.
- Coordinate room reservations, furniture placement, and logistics for staff events or meetings.
- Assist the COO with administrative projects, communications, and documentation as needed.
- Support communication between the front office, maintenance, administration, and outside partners.

Professional Expectations and Requirements

1. Bachelor's degree required.
2. Professional facilities management, operation, or administration experience preferred, preferably in education or nonprofit setting.
3. Ability to work collaboratively with staff, contractors, and ministry partners.
4. Physical ability to oversee building operations and support minor hands-on work as needed, including but not limited to lifting up to 50 lbs.
5. Proficiency in scheduling systems, communication tools, and basic office software.
6. Availability to work evenings/weekends for events or emergencies.
7. Alignment with the mission and values of Concordia Lutheran Schools of Omaha

Skills Necessary

1. Strong organizational and administrative skills
2. Ability to manage projects, schedules, and multiple priorities
3. Excellent interpersonal and communication abilities
4. Basic knowledge of building systems and facility operations
5. Adept at problem-solving and anticipating campus needs
6. Ability to lead and supervise staff in a supportive, professional manner
7. Commitment to safety, compliance, and high-quality service

Attributes of All Concordia Staff

Concordia Lutheran Schools of Omaha operates as a ministry of the Lutheran Church-Missouri Synod. Staff members, both called and uncalled, represent Concordia's ministry to the community and must:

1. Profess an active, Christian faith
2. Be loyal to the vision, purpose, and staff of Concordia Lutheran Schools of Omaha and seek to protect the unity among our staff and community
3. Demonstrate a Christ-like attitude through all interactions with donors, students, families, staff, and volunteers
4. Adhere to the Personnel Manual
5. Adhere to ethical development practices and abide by the ACF "Code of Ethical Principles and Practices"
6. Maintain the confidentiality of sensitive information

Application Process

Interested candidates should submit a cover letter, resume, and references to nathan.domsch@concordiaomaha.org. Applications will be reviewed on a rolling basis until the position is filled.

Equal Opportunity Employer

Concordia Lutheran Schools of Omaha is an equal opportunity employer and does not discriminate based on race, color, national origin, sex, age, disability, or any other legally protected status.