



POSITION TITLE: Site Manager and Purchasing Coordinator
REPORTS TO: Director of Operations
STATUS: Full Time (40 hrs/wk)/12-month role; Non-Exempt
TO APPLY: Please [apply here](#)

POSITION SUMMARY

Reporting to the Director of Operations, this position is the overseer of the physical campus needs and services. This individual will keep the SWCHS facility in proper working order while helping maintain a level of security, repairs, and problem solving as situations arise. This role responds to urgent issues needing resolution, procurement, scheduling of trades and technician site visits, and any custodial emergencies. This individual will oversee and administer the purchasing pathways for all supplies and assets. They will communicate regularly with staff, contractors, suppliers, and at times visitors and students, to assist with products and equipment, maintain work orders, and respond to ad hoc projects and requests.

JOB RESPONSIBILITIES

Maintenance, Grounds, and Work Orders

- Proactively identifying maintenance issues and needs throughout the property and logging of next steps.
- Preemptively preparing for and responding to weather needs and other outdoor safety needs to ensure guests are safe upon entry.
- Interact weekly with the facility team and custodial service team to address any urgent needs.
- React and manage radio calls pertaining to deliveries or urgent campus needs.
- Communicate and facilitate all pertinent updates to other site managers and team members.
- Collaborate with the Director of Operations and the CFO on building needs, forecasted capital expenditures, and cost savings ideas.

Campus Events & Schedules

- Collaborate with the campus scheduler and event leads on any setup support for events and actively follow through with preparation for evening or weekend events. This includes proactive review of event detail forms and calendar scheduling.
- Communicate with guests, visitors, and others in a professional and supportive manner while maintaining customer service and flexibility.
- Regularly reviews various calendars for event activities and athletic competitions to know the whereabouts of activities and communicate with the facilities team and athletics department as needed.
- Remain flexible to occasionally support large SWC weekend events that involve all staff and community.

Systems & Security (Mechanical, Safety)

- Basic understanding of HVAC system controls as it pertains to handling temperature changes and adjustments.
- Knowledge of all systems locations (Ex. mechanical, electrical) in case of emergency or response.
- Assisting security team with traffic control Mon - Friday.
- Participate in the Risk Management Committee for all safety and security updates.

Purchasing & Inventory

- Oversee routine purchases from beginning requisition, online orders, delivery verification, and ETR transactions to close out.
- Work with Finance Department on approvals and payment close outs for all purchasing.
- Initiate, oversee and organize campus parts inventory and storage locations.
- Assist with general cost savings initiatives and maintaining healthy vendor relationships.
- Oversee and verify maintenance of on-going inventory controls.

Misc. Responsibilities

- Fulfill ad hoc requests as it relates to facility projects.
- Maintain established process and procedure around supplies, inventory, orders, and general equipment usage.
- Participate in team meetings and/or essential committee meetings; assisting with facilitation as necessary

JOB REQUIREMENTS

Spiritual Qualities:

- Christian faith; demonstrated character of integrity; solid knowledge of God's Word; vibrant and growing relationship with Jesus Christ. Active participation in a local Bible-believing church.
- Acknowledge Christ as Savior and seek to live his/her life as His disciple; evidence of the fruit of the Spirit in dealing with people.
- Demonstrate a desire for spiritual growth as evidenced by his/her prayer life, Bible study, and spiritual outreach.
- Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct (Luke 6:40).
- Commit to, sign, and uphold SWCHS's [Pledge of Integrity & Biblical Morality](#), [Statement of Faith](#), [Vision & Values](#), and [Social Position Statement](#) as a condition for employment.

Education & Experience

- High school graduate or GED; additional education or training preferred.
- Possess a minimum of 3 years of facility-related experience or similar work.
- Prior experience in purchasing and procuring materials and/or services.

Professional Qualities

- High proficiency in the Google Suite and Microsoft environments.
- Ability to learn and navigate applications for work orders and purchasing.
- Skilled at administrative workflows with attention to detail and follow through.
- Demonstrates general organizational skills.
- Effective verbal and written communication skills to interact with staff, faculty, vendors, and guests.
- Demonstrates having an eye for detail and cleanliness.
- Ability to negotiate initial quotes from vendors.
- Ability to work alongside a team of individuals who help support this role and the needs of the school.
- Ability to manage and prioritize project requests and work orders.
- Ability to identify and diagnose facility related maintenance issues.
- Ability to occasionally flex schedule and hours.

Physical Requirements

- While performing the responsibilities of this role, the employee is required to frequently stand, sit, walk, talk, hear, climb stairs, and use a variety of maintenance and computer equipment. Must have the ability to lift 30-50 pounds regularly and occasionally up to 75 pounds.

Pay range

- \$55,000-\$65,000 - average range, actual salary based on experience