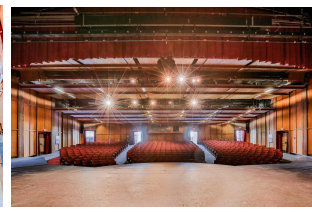
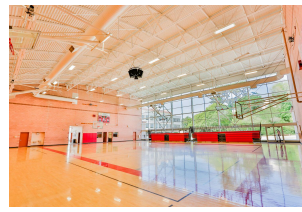


Life changing. World changing.



## Chinese American International School seeks a Facilities Administration Manager

*This is an English language position; NO Chinese language proficiency required.*  
**Exempt, full-time position**

### OVERVIEW

The Facilities Administration Manager provides administrative and operational support services to ensure the successful implementation of facilities services, programing, and workflows. A high degree of independent judgment is required to resolve minor and major problems when they occur. Public contact is moderate to extensive, primarily with building service providers, facilities staff and CAIS school staff. This position requires an individual with excellent organizational skills, scheduling abilities, strong computer skills, a customer-service-driven work ethic, effective communication and, and the ability to remain focused in a busy work environment. The Facilities Administration Manager is an exempt position and reports to the Facilities Director.

The ideal candidate finds resonance with CAIS's [mission](#) to *Embrace Chinese, Become Our Best Selves, and Contribute to a Better World*; our [Core Values](#) of *Courage, Curiosity, Inclusion, Kindness, and Perseverance*; and our [Strategic Vision 2020-2025](#) to *Reimagine CAIS, Reimagine Success*.

### ESSENTIAL DUTIES

- Provides administrative management support for facilities planning and programing including capital projects logistics, preventative maintenance programing, custodial service programing, security and preparedness programing, transportation services, and event programming. Administers all contracted service and procurement service contracts including drafting, issuing, and administering all service solicitations and RFP activities.
- Manages and administers the CAIS Facilities Maintenance & Service Calendar, the CAIS Campus Events and Space Use Calendar and CAIS Rental Calendar. Ensures that all space and service requests and inquiries are directed as appropriate to facilities and to other CAIS teams.
- Manages and resources general facilities work streams. Supervises and serves as primary point of contact for facilities vendors, contractors, and service providers. Schedules, monitors, and ensures the delivery of contracted building services, including janitorial services, pest control, preventative maintenance service, fire and life safety services, transportation, security services, mechanical and plumbing services and building craft contractors.
- Administers CAIS Facilities safety, security, and training programing, ensures implementation and compliance.

- Manages the facilities CMMS (Computerized Maintenance Management System) and BMS (Building Management Systems) and other systems and service portals. Serves as primary administrator for these and other maintenance management and space use systems. Ensures and maintains the integrity of data. Conducts data analytics. Utilizing KPIs and other facilities benchmarks generates performance trending, performance analytics, including look-ahead trending and dashboards.
- Administers the facilities drive and implements accessible filing systems. Manages CAIS facilities electronic and hard documents, plans, and data.
- Fiscal and accounting responsibilities include:
  - Administration of the CAIS asset management system, ensuring the integrity of data inputs and providing asset reports and information as needed. Maintains equipment inventories.
  - Administers CAIS facilities procurement, including establishing vendors, processing invoices, tracking open purchase orders, and reconciling department credit cards. Maintains supplies inventories.
  - Supports the preparation of departmental budgets and supports the Facilities Director in tracking budget performance.
  - Serves as the initial point of contact for all fiscal and general inquiries for contracting and invoicing.
- Performs other facilities related duties as assigned.

### **ESSENTIAL REQUIREMENTS**

- Bachelor's Degree in a related field. Three years' experience in a significant administrative or management role in either a facility, construction, architectural, custodial, IT or other building service business preferred, OR an equivalent combination of education and experience.
- Exceptional communication, multitasking, organizational and collaboration skills. Ability to work effectively with diverse groups or constituencies, including multicultural populations of students, staff, faculty, and the community. Ability to work in a fast-paced environment.
- Strong planning, and customer (internal and external) service skills. Strong verbal and writing skills in English. Strong problem-solving skills and ability to quickly learn new technical skills and maintain currency of acquired technical skills.
- Demonstrated integrity, dependability, judgment, and resourcefulness to establish and maintain collaborative working relationships with multiple groups.
- Strong computer skills. Experience or ability to tool up and operate online data and management systems including CMMS (Computerized Maintenance Management System) and BMS (Building Management Systems). Experience in Microsoft Word, Excel, PowerPoint, Outlook, Google Docs and Drive and other databases. Especially strong Excel skills preferred.
- Successful candidate(s) will undergo electronic LiveScan criminal background check (as required by the CA Department of Justice, for schools). Tuberculosis clearance required.
- Experience working in proximity to children is desired.

- Possession of a valid California Driver's License (or the ability to obtain one).
- Bilingual skills in Mandarin and or Spanish preferred.

### **PHYSICAL DEMANDS and WORK ENVIRONMENT**

The physical demands described below represent those that must be met by an employee to successfully perform the essential functions of this job. In accordance with the Americans with Disabilities Act, as amended, the California Fair Employment & Housing Act, and all other applicable laws, CAIS provides reasonable accommodations for qualified persons with disabilities. A qualified individual is a person who meets the skill, experience, education, or other requirements of the position and who can perform the essential functions of the position with or without reasonable accommodation.

- Prolonged hours working at a workstation and computer.
- Requires handling heavy objects up to 40 pounds and utilizing team lift methods when heavier.
- Moderate standing or walking.
- Prolonged and irregular work hours on occasion.
- Work with frequent interruptions.

Inside and outside environment. Physical conditions may include climbing ladders; working in high places, tight quarters, and under and on buildings; and working in inclement weather. Must be able to work with potentially hazardous materials in a safe manner and safely perform required duties in potentially hazardous environments.

### **COMPENSATION**

The salary range for this position is: \$70,000-\$90,000, based on experience. Please see the final page for a description of benefits.

### **ABOUT CAIS**

As the nation's first Mandarin Immersion Preschool through 8th grade school, CAIS embodies our mission by working continuously to maintain our role as a leader in immersion education. We value honest self-assessment, thoughtful self-reflection, intentional planning, and focused implementation. We are known as an ambitious school, and we are making substantial progress on our [multi-year vision](#) to reimagine immersion, reimagine our culture of learning, reimagine character and community, and reimagine our learning spaces. Since 2021, we have been using our new [campus on 19th Avenue](#) in San Francisco for athletics, arts, and community events. In September 2024, our entire community will begin the school year at our newly renovated Forever Home, which more than doubles our program space from our Hayes Valley locations and allows all divisions to be together on one spectacular campus.

### **TO APPLY**

CAIS's commitment to [diversity, equity and inclusion](#) is central to our mission. People of color and LGBTQIA candidates are strongly encouraged to apply.

Email cover letter, resume, and list of references to [facility\\_jobs@cais.org](mailto:facility_jobs@cais.org). In the subject line please indicate: "Facilities Administration Manager" Please no calls.

# CAIS as a Workplace

Chinese American International School is dedicated to attracting, developing, rewarding and retaining world-class employees and ensuring that this is a great place to work. We put a high priority on advances in compensation, benefits, and work climate with a 2024-2025 benefits package and perks including:

## Distinctively CAIS Benefits

- Commuter benefits provided (up to \$315/month)
- Trips to China and Taiwan
- Dynamic, dual culture setting valuing honest self assessment, thoughtful self reflection, intentional planning, and focused implementation

## Financial Benefits

- CAIS contributes 5% of your earnings immediately in a 403(B) retirement plan (no contribution required on your part)
- Transparent salary benchmarked to the Bay Area's competitive standards, including annual cost-of-living adjustments

## Professional Development

- Robust opportunities for conferences, workshops, and courses

## Health Benefits

- CAIS pays 100% of the premium for medical, dental, vision, acupuncture, short-term disability and long-term disability, and life insurance for you (along with competitive rates for spouse and family coverage)
- Employer-funded Health Savings Account (HSA) and Pre-tax HSA employee contribution
- Pre-tax Flexible Spending Account (FSA) for medical and dependent care

## Vacation / Holiday / Paid Time Off

- 10 Paid Federal holidays
- Up to 2 additional days off for religious holidays
- Accrue 11.5 days of Sick Time annually
- Accrue 10 to 20 days of Vacation Time annually based on years of service

## Quality of Life and Appreciation

- Monthly appreciation lunches
- Twice-yearly Faculty/Staff Appreciation Weeks
- Annual milestones luncheon
- Free tickets to annual dinner/dance gala
- Lunar New Year luncheon
- Birthday gift card