



GRACE INTERNATIONAL SCHOOL

SERVING FAMILIES, RAISING LEADERS

JOB DESCRIPTION

Job Title: Facilities Director

Category: Full-time; Non-Thai

Division: Facilities

Reports to: Superintendent

CHRISTIAN CONDUCT / MORAL PURITY

At Grace International School (GIS), a staff member's most important function is to serve as a Christian role model. Therefore, all staff members are expected to adhere to Biblical moral standards. Grounds for dismissal include, but are not limited to, abuse and neglect, sexual harassment, participation in adultery, fornication, homosexuality, use of pornography, drunkenness or other substance abuse, dishonest business practices, or insubordination. A staff member's conduct should be above reproach when judged by New Testament standards and should be reasonably inoffensive in the local culture. Staff members are also expected to be a part of a weekly local church community and to be a part of a weekly GIS morning prayer time and/or a weekly regularly scheduled prayer times with another faculty member(s).

PROFESSIONAL CONDUCT

As professionals, employees at GIS will be expected to:

- Support GIS's Statement of Faith, Christian Unity Statement, Christian Conduct and Moral Purity Statement, Philosophy of Education, Abuse, Neglect and Harassment Prevention policy, and all other written policies and regulations.
- Abide by the decisions of the Board of Trustees and the administration.
- Refrain from discrediting the ability or conduct of other GIS colleagues and seek to support one another in all issues.
- Keep all matters regarding a colleague or student confidential.
- Be familiar with and abide by all policies outlined in the Personnel Handbook; and, as applicable, the Parent, Student, and Member Organization Handbook.
- Respect the local traditions and customs of Thailand.

GIS reserves the right to discipline any staff member for behavior at any time that would bring reproach upon the school.

PURPOSE

To develop and maintain a safe and effective educational environment.

QUALIFICATIONS

- Bachelor's degree
- Management experience, facility management desirable
- Ability to provide oral and written communications
- Computer literate, especially with Word & Excel
- Good interpersonal skills and well organized

225/900 MUU 11, T. BAN WAEN, A. HANG DONG, CHIANG MAI 50230, THAILAND

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DESCRIPTION OF RESPONSIBILITIES

Facility Operations

- Responsibility for the management, operations and security of the Facility.
(Many of the following detailed tasks will be delegated to the Facility Admin Team: Assistant to the Facility Director, Facility Logistic Officer and Administrative Assistant).

Personnel

- Be responsible for all facilities personnel with regards:- hiring, determining workload, delegating assignments, training, monitoring, evaluating performance, and initiating corrective or disciplinary actions.
- Encourage Western & Thai facility staff and seek opportunities to share the Christian worldview with non-Christian staff.
- Seek outside training opportunities for staff and schedule in house training seminars for staff with regards emergency, fire safety, lock and drop procedures and other sessions as appropriate e.g. cleaning and chemicals; safety, terrorists, threats etc.
- Provide opportunities for qualified volunteers to use their skills at GIS in the Facilities Department.

Maintenance

- Oversees the maintenance of facilities and inspects maintenance work for quality, accuracy, and completeness.
- Prioritize and oversee staff requests for continuing maintenance (work requests).
- Supervise contracted services for facilities maintenance repairs.
- Maintain records of all repair projects.
- Monitor building mechanical structural, electrical, fire and safety systems and constructs.
- Maintain immediate and preventive maintenance schedule.
- Establish short and long range plans for holiday maintenance work.
- Inspect GIS owned and leased facilities for health and safety standards.

Logistics

- Manage the use of the facility for school events & functions.
- Monitor all requests for use of school facilities through the activities request procedure.

Finance

- Establish and oversee an annual budget for the Facility Division.
- Work in conjunction with the finance dept. to maintain accurate accounts.
- Seek ways to improve the cost effectiveness (energy efficiency) of the facility.
- Monitor running expenses of the Division.

Transportation

- Maintain all school vehicles to high standards.
- Manage the use of school vehicles.
- Make recommendations for purchase and replacement.

Projects

- Develops, implements, and manages facilities projects which improve the safety or educational environment of the school.
- Develops, implements, and manages facilities projects assigned by the school Superintendent.
- Obtains and documents quotes/bids and recommends contractors or suppliers.
- Ensure proper contracts are in place where needed.
- Coordinates and/or acts as a liaison between the school and contractors or suppliers.



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- Oversees the work of contractors or suppliers to verify the completion of goals and expectations.
- Supervise contracted services for facilities additions.
- Maintain records of all construction projects.

Miscellaneous

- Whereas the schedule for this position needs to be flexible (some evenings, holidays and weekends), the work schedule will be based on a minimum of 40 hours per week.
- Approves and/or signs facilities related documents, actions, processes, or programs except those needing the Thai Director's signatures.
- Work in conjunction with Thai Director to ensure all government facility standards are met.
- Work to maintain the highest level of Thai cultural understanding in regards to the facility.

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