



Job Description: Facilities Manager

Ashley River Classical Academy (ARCA) is hiring founding staff members to support its teachers, students, and families when it opens in Charleston, SC, in August 2025. ARCA is a tuition-free, public classical charter school. It is part of the [Barney Charter School Initiative](#) of Hillsdale College, a network of classical charter schools united by curriculum and purpose. ARCA will initially open K-5 and grow to K-12 by adding one grade level each year. ARCA is now accepting applications for office staff positions.

Each staff member is a professional esteemed by a staff of colleagues striving for excellence. The staff is entrusted with supporting Ashley River Classical Academy's mission: **to train the minds and improve the hearts of young people through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.**

The Facilities Manager is a school staff member who works to ensure a safe, clean learning environment for our students.

Primary duties and responsibilities include:

- Carries out a program of preventive maintenance throughout the school.
- Assists in conducting periodic inspections of all school facilities to ensure safety compliance.
- Keeps informed of the latest trends, developments, and products in maintenance, repair, and upkeep. Informs and provides support for school custodial staff in these maintenance areas.
- Assists in painting, carpentry, plumbing, and electrical repairs that do not require outside contractors.
- Assists in maintaining a coordinated inventory control program for all department areas.
- Assists in the inspection of improvement and renovation work performed by outside contractors.
- Distributes warehoused maintenance and instructional materials, supplies, and equipment to schools on a scheduled basis monthly.
- Participates in the ground maintenance and gardening work around the facilities.
- Assists in the maintenance and upkeep of school-owned vehicles.
- Reports immediately to the director of operations any damage to school property.
- Assisting the Director of Operations with other duties as assigned

Qualities and characteristics of a successful Custodian:

- High school diploma or G.E.D.
- Experience in carpentry, plumbing, HVAC, and/or industrial electricity.
- HVAC and/or Electrical license/certification
- Must pass a background check

Salary and Benefits

- Competitive salary commensurate with experience and expertise
- Benefits including health, dental, and vision insurance



If interested, send a resume to the Director of Operations at dbriscoe@ashleyriverclassical.org.