

**Position Title :** Facilities Director  
**Date Modified:** June 2011  
**FLSA Classification:** Exempt  
**Reports to:** CFO  
**Position Purpose:** Directs, coordinates and supervises facilities, and maintenance staff. Exhibits understanding and support of the mission and goals of the School in personal conduct and management of others.

### **Essential Functions**

- Hires, schedules, and supervises all building and grounds maintenance staff at the school. Responsible for department personnel management, including performance evaluations, salary administration, training and development discipline
- Coordinates responses to all facility work orders originating from building users, using established processes
- Schedules and performs regular preventive maintenance on all building systems, including MEP, roofs, finishes, safety and monitoring systems, school vehicles and other equipment
- Selects 3<sup>rd</sup> party maintenance, contractors, determines scope of work and manages the fulfillment of their contract obligations, including quality control of their work
- Oversees regular cleaning of school, and manages any contracted cleaning services.
- Organizes schedules and supervises all repair and construction projects, with sensitivity to school seasonality and operational need
- Ensures compliance with local, state, and federal regulatory requirements, including work safety regulations. Oversees inspections of all building systems as needed for compliance (fire alarms, elevators, etc.)
- Creates annual operating budget and capital budget for School under Maintenance Committee, and controls facilities expenditures. Manages budget and reports
- Collaborates with program and staff leadership, to understand special needs and maintain quality of support to the mission (e.g. academic leaders, food service, athletics, technology, security). Provides facilities support for campus events (e.g. setups and takedowns)
- Participates constructively in the strategic development and management of the campus (e.g. master plan, zoning compliance, utilities services, energy management)
- Leads and collaborates the acquisition of capitol budget items from sections to installation and operations

### **Qualifications**

- Ten years of related technical work experience is required. Related experience could entail construction, plant engineer, or facility management, or military duty
- Proven personnel management skills and contractor management experience, with aptitude to judge quality of performance in all major technical trades and personal

- experience in at least one technical trade (carpentry, mechanical, electrical, structural)
- Technology user skills sufficient to prepare reports in Excel and Word, and aptitude to operate BAS (building automation system). Related experience with database sufficient to comfortably apply the CMMS features.
  - Communication skills (oral and written) and confidence in conveying information to all types of members of the community, including teachers, administrators, trustees, parents, and students
  - Ability to adapt behavior to function effectively in the institution's culture, including those specific to the tradition of the school
  - Commitment to the institution's needs and readiness to respond 24/7/365 as reasonable and necessary
  - College or trade school degree or equivalent experience required, preferably in one of the following disciplines: Industrial Management, Construction Management, Civil, Mechanical or Electrical Engineering, or Architecture

### **Physical Requirements and Work Environment**

- Frequently lift equipment and materials weighing 50 pounds or more
- Crawl, climb ladders, twist, turn and reach in completing a variety of job duties
- Work outside in hot or cold conditions for extended periods of time
- Work in wide variety of environments as found in all areas of the school
- Able to operate vehicles and machines