

Facilities Manager

(Full Time Beginning January 2019)



Position Summary:

The Facilities Manager is responsible for the school's physical assets and the maintenance, security, cleaning and operations of the facilities and grounds of approximately 83,000 square feet of space which includes 11 buildings and 18 acres. Responsible for the smooth operation of the total plant with focus on improving facilities and analyzing operations. Working with the Business Manager/CFO (BM/CFO), oversees scheduling for total campus maintenance based on the school year cycle. The Facilities Manager will report to the BM/CFO and will assist with the development, implementation, monitoring and compliance with all school departmental policies, budgets, short term and long range planning to meet the needs in support of the overall mission of the school. We seek candidates who have a clear interest in being part of a community that challenges prejudice and are committed to diversity and inclusion.

Responsibilities:

- Responsible for the oversight of department personnel. Organizes, plans, directs and supervises all departmental personnel in the areas of maintenance, carpentry, plumbing, painting, electrical, grounds, security and cleaning that keeps the school's appearance in exemplary condition.
- Delegates appropriate responsibilities to designated staff.
- Working with the BM/CFO, plans, directs and supervises all aspects of the department in regard to emergency and preventative maintenance programs. Recommends action in regards to mechanical modifications and/or saving suggestions including sustainability and energy conservation strategies.
- Working with the BM/CFO, plans, directs and supervises all horticultural aspects of the grounds. Responsible for maintenance of existing equipment and recommendations to the BM/CFO for replacement or repair of said equipment.
- Coordinates and assists in all necessary arrangements for school and special events regarding set-ups and teardowns.
- Provides input to the BM/CFO for preparation of the annual facilities operations and capital budgets.
- Responsible for purchasing, stock levels, storage and utilization of supplies.
- Responsible for coordinating and overseeing the work of all outside contractors.
- Responsible for notifying BM/CFO of all required permits.
- In conjunction with the BM/CFO, maintains public safety on campus including overseeing inhouse and contracted security as well as parking.
- Working with the BM/CFO, creates and oversees ongoing campus replacement plans for facilities and equipment.
- Works with the BM/CFO and Head of School on renovation and new building construction.
- Tracks work orders in Schooldude; works with facilities team to ensure progress and completion. Assign work orders to appropriate personnel.
- Establish a 24/7 on-call schedule of facilities staff.
- Perform other duties as assigned by the BM/CFO and the Head of School.

Qualifications:

- Associate's degree required; Bachelor's degree preferred.
- 5 to 7 years of relevant experience in an educational, non-profit or corporate campus environment.
- Prior experience in managing and leading people.
- Demonstrated understanding of all areas of facilities management.
- High level of professionalism and integrity and a strong work ethic.
- Strong management and project management skills, with a track record of working to goals and objectives, meeting deadlines, and measuring success in concrete and tangible ways.
- Strong written and oral communication skills.
- Excellent interpersonal and customer service skills; ability to collaborate widely with various constituencies throughout the School community including students, faculty, staff, and parents.
- Strong systems, technology and strategic thinking capabilities.
- Demonstrated ability to be flexible and embrace change in support of the organization's mission and goals.
- Problem solver who has the ability to remain calm under pressure and react quickly and efficiently in cases of emergency.
- Ability to complete work in all areas of facility operations including but not limited to: repairs and maintenance; office, furniture, and equipment moves; event setup and take down; electrical, carpentry, painting; HVAC maintenance; building repair, construction, cleaning, security, maintaining the grounds, traffic control, van and bus maintenance and managing on and off site storage.
- Ability to work outside in all weather. Able to occasionally lift up to 100 lbs. inside and outside and frequently lift up to 50 lbs.
- Availability to work some weekends and evenings in cases of emergency and special events.

Compensation will be commensurate with experience and qualifications. Candidate must be able to pass a criminal background check, possess a valid US Driver's License and demonstrate a safe driving record and permission to work in the USA.

Please submit the following to employmentinquiries@footeschool.org

- Resume
- Cover letter
- Letter of recommendation
- List of four references

Thank you for your interest in The Foote School!