



Epiphany School, a private, non-sectarian, independent Pre-K-5 school in Seattle, is currently seeking a **Facilities Manager**. This role will provide campus-wide leadership, coordination, and administrative oversight to facilities planning, maintenance, and housekeeping for the efficient operation of the physical facilities on the Epiphany School campus. You will bring additional energy and positive support to an already enthusiastic and supportive team. You will work in one of the premier elementary schools in Seattle on a beautiful campus in a quiet setting with a rich history for attracting excellent students. Epiphany School faculty and staff enjoy generous benefits, a collaborative work environment, and a uniquely well-funded professional development system that allows every employee to direct their own lifelong learning and career growth.

**What you will enjoy about this role:**

As the Facilities Manager you will provide campus-wide leadership, coordination, and administrative oversight to facilities planning, maintenance and housekeeping for the efficient operation of the physical facilities on the Epiphany School campus. You will be responsible for operations of the physical facilities, including a wide array of services: maintenance, environmental compliance, preventative maintenance, repairs, renewal and replacement, provision of utilities and energy management, grounds keeping, custodial, fire and life safety, waste disposal and recycling, facility vendor management, and logistical support for campus events. In addition, this role is responsible for providing and delivering superior levels of communication and customer service to the Epiphany School staff, families, and the community we support. The Epiphany School campus is comprised of five buildings, housing nearly 50,000 square feet of classroom and office space on approximately 2.4 acres.

**Duties and responsibilities of this role:**

- Manage all repair, maintenance, and landscaping activities on the campus;
- Oversee cleanliness of campus and contracted custodial team;
- Ensure the successful execution of preventative care, repair, emergency response and capital projects;
- Perform administration of critical documents, including filing and retention of warranties, repair records, contracts, inspection reports, certifications, MSDS sheets, OSHA-required documents, and other compliance reports;
- Directly oversee development of specifications, review of bids, management of contracts, and ensure performance of contractors;
- Manage all space planning activities including FFE procurement and installation;
- Assure that all projects and operations within the department comply with established policies/procedures, industry best practices, and governmental regulations;

- Establish and maintain relationships with vendors, general contractors and service providers, providing direction and ensuring smooth coordination and execution of work within the Epiphany School facility;
- Oversee and manage a comprehensive safety and security/emergency response plan that meets the standard of 'best practice' procedures;
- Maintain plan for fire evacuation and disaster response, snow removal, and other contingency planning;
- Conduct emergency drills as required; schedule and coordinate other emergency preparedness training for employees;
- Serve as primary contact with security vendor when alarms are sounded;
- Collaborate with advancement team and others to support events held on campus; attend campus events to provide on-site support and organize the safety and security of the buildings and grounds during events;
- Perform regular walk-throughs of campus to monitor and assess conditions;
- Attend regular joint campus meeting with Epiphany Parish and Epiphany Early Learning Preschool to ensure smooth coordination of events on and around the school; and
- Provide staff support for Board of Trustees Master Use Committee.

#### **Secondary Duties & Responsibilities:**

- Participate at various regional, state, and national association meetings and conferences relative to the role of being the Facilities Manager;
- Perform additional school duties, as needed.

#### **What we would like you to have**

- Bachelor's degree preferred or equivalent in facilities management, business or engineering, coupled with 5+ years' experience supervising facilities construction, maintenance, or ongoing operations, including trades supervisory experience. Building manager certification preferred.
- Knowledge/experience in maintenance or construction trades; licensing in electrical, boiler operator, maintenance desirable.
- Project management experience.
- Previous experience with or knowledge of custodial services and professional building cleaning practices.
- Knowledge of building codes and regulatory environment for facilities management.
- Experience with emergency planning and emergency management systems, preferably the Incident Command System (ICS).
- Very strong customer service orientation preferably in a non-profit, retail, educational or hospitality environment.

- Proven ability to prepare and monitor operating and capital budgets.
- Experience with computer applications, at a minimum: spreadsheet, word processing, CMMS (School Dude is currently used); experience with building automation systems and controls systems are desirable.
- Strong organizational skills with the ability to handle a range of ongoing projects and shift priorities as needed.
- Excellent verbal and written communication skills.
- Must be available to be on campus on short notice, for emergencies and other unforeseen facility needs.
- Must have the ability to work independently and as a team member.

**How to apply:** Interested candidates should submit a cover letter, resume, and list of references to [employment@epiphanyschool.org](mailto:employment@epiphanyschool.org) Please reference the job title (Facilities Manager) in the subject line. No phone calls please.

To learn more about us and view the full job description, visit [www.epiphanyschool.org](http://www.epiphanyschool.org).