



Full-Time Director of Facilities Mark Day School (San Rafael, CA)

The Director of Facilities is responsible for developing and executing systems and procedures to promote and ensure the safety, maintenance, cleanliness, and upkeep of the school campus in compliance with current safety standards and policies.

We are seeking a proactive and collaborative team leader with a high degree of integrity, accuracy, ability to work independently, and in-depth knowledge of facility operational management. This is a full-time, year-round position.

Mark Day School is an independent, all gender K-8 school located in the Bay Area in San Rafael, CA, with an enrollment of 380 students. Innovative, inclusive, and full of heart, Mark Day School unites an enriched, challenging academic program with a kind and inclusive community. The school nurtures a love of learning, engagement in the community, and development of compassion and an ethical framework. Students learn and practice the intellectual, social, and emotional skills they will apply to the unique challenges and opportunities of their time; graduates stand out not only for their intellectual curiosity and pursuit of ideas, but also for their joy of learning and deep sense of responsibility to be active, engaged citizens. Mark Day School's current strategic plan (available on our school website) also calls for the integration and development of our four cross-disciplinary literacies throughout a student's experience: social/emotional literacy, media and information literacy, cross-cultural literacy, and ecological literacy.

OVERVIEW OF RESPONSIBILITIES

Principal Responsibilities:

- **Leadership:** Provide leadership for facilities operational management and direct supervision of the facilities operations team. Also provide operational support to Mark Day School faculty, staff, and parents for ongoing activities and special events.
- **Facilities and Assets:** Protect, maintain, and enhance the facilities and related assets of Mark Day School in a safe and efficient manner (which includes buildings, grounds, furniture, fixtures, fire safety and security equipment, and

equipment and supplies). Develop and implement strategies to minimize property loss.

- **Deferred Maintenance:** Establishes a schedule to proactively maintain campus, prevent deferred maintenance issues, and avert operational disruptions. Includes creating and overseeing on-going equipment replacement and building maintenance program funded by PPRRSM, by staying abreast of the changing needs of Mark Day School.
- **Financial Acumen:** Responsible for cost and budget control, maintaining records of all expenditures, and providing regular reports to the Director of Finance and Operations. Jointly with the Director of Finance and Operations, develop operating and capital budgets for facilities, including annual, long term, and project budgets.

Environmental and Safety Responsibilities:

- **Compliance:** Responsible for code compliance programs as it relates to the campus. Interprets, plans, executes, manages, and monitors all required environmental, fire, health, safety, and maintenance standards as required by law to work with the administration to ensure compliance with all local, regional, State, and Federal regulations and laws as they impact the School.
- **Security:** Ensure compliance to established security programs on a continuing basis and recommend changes as needed.
- **Safety:** Actively lead in the safety and emergency operations of Mark Day School, including planning and drills. Regularly inspect school property to mitigate safety hazards. Develop procedures and protocols to deal with emergencies in collaboration with administration and team.

Personnel Management

- **Staff:** Provide leadership, set standards, supervise, evaluate, and work alongside for the entire facilities operations team.
- **Custodial:** Manage cleaning and disinfecting programs that foster and facilitate safety and upkeep of the school.
- **Schedules:** Coordinate and schedule custodial, routine, preventative maintenance and special projects with the school's master calendar.

Vendor Management

- **Contract Oversight:** Oversee the work of all outside vendors and contractors for plant/facilities operations to ensure compliance with contractual agreements and budgetary restrictions. Solicit bids for, evaluate, and recommend outside contractors and monitor their performance.

- Operation Supply Procurement: Responsible for purchasing and inventory of equipment and supplies for maintenance, grounds, security, custodial, and transportation areas. Maintain adequate inventory of all necessary supplies and parts. Coordinate with the Director of Finance and Operations on vendor identification, bids/proposals, and proper approvals when required. Oversee and vet invoices and purchase orders.

Other

- Assignments/Deliverables: Performs other duties as assigned by the Director of Finance & Operations and Head of School. Take on additional projects or responsibilities, as the Director of Finance and Operations and Head of School deem appropriate.

QUALIFICATIONS

1. Minimum of five years of experience in facilities and personnel management.
2. Experience in maintenance, construction, and project management.
3. Demonstrated supervisory and leadership skills.
4. Strong verbal, written, and interpersonal skills.
5. Ability to communicate, negotiate, and communicate with various outside vendors.
6. Ability to use a computer for email, with familiarity/proficiency in Google Office.
7. Proficiency and experience in budget management + oversight strongly preferred.
8. Able to work full-time with flexibility (including in emergency, evenings, weekends and special events).

COMPETENCIES

1. Excellent written, oral and interpersonal communication skills.
2. Strong organizational skills, the ability to multitask, with attention to detail & accuracy.
3. Strategic and proactive problem-solving skills.
4. Ability to solve problems, effectively and efficiently in a service-oriented manner.
5. Adaptability, tenacity, and the ability to maintain grace under pressure.

COMPENSATION

Compensation is competitive and based on experience. Benefits include medical and dental coverage, a retirement plan, four weeks of vacation.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderately quiet; however, variations in noise level may occur when the employee attends school functions such as assemblies, school dances, and other events.

To Apply

Qualified candidates may apply by emailing a resume to the Business Office at Mark Day School (email: businessoffice@markdayschool.org).