



STEVENSON

Job Title: Facilities Operations Manager
Department: Facilities
Reports to: Chief Financial Officer
Job Status: Full-time, exempt
Work Schedule: Monday - Friday, 7:00am – 4:00pm

POSITION SUMMARY

Reporting to the chief financial officer, the facilities operations manager (FOM) is responsible for daily oversight of the School's physical plant including building and equipment maintenance, campus ground, energy and utilities management. The FOM provides operational, logistical and hands-on support to the School in all matters relating to the maintenance and operation of the physical plant for both the Pebble Beach and Carmel campuses.

ESSENTIAL DUTIES, CAPACITIES AND QUALITIES

Essential Duties

- Manage, train, motivate and evaluate each of the Facilities departments in their efforts to maintain the beauty and integrity of the School's physical assets. Departments include Grounds, Maintenance, Building Services, and Transportation.
- Provide strong administrative management to assess and maintain appropriate staffing levels to ensure coverage for peak activity periods, vacations and emergency situations, deal with employee relations issues on a timely basis, and deliver outstanding customer service.
- Identify, evaluate, and prioritize the facilities-related needs of the School within approved budget and personnel constraints.
- Encourage and model a culture of teamwork, customer service, empowerment, and accountability.
- Develop staffing plans and provide leadership for department initiatives to enhance staff development and performance.
- Evaluate and recommend new technology, processes, and initiatives to improve the efficiency and productivity of the Facilities staff and School's other resources.
- Develop and implement an on-going deferred maintenance and equipment replacement program.
- Review existing and establish new policies and protocols that meet all required environmental, health, safety, and maintenance standards. Also ensure compliance with all local, county, state and federal regulations and laws that impact the School including OSHA, EPA, ADA, DOT, etc.
- Monitor all utilities to ensure efficient and cost-effective use in these important cost areas.
- Work closely with CFO on preparation of operating budgets for the Facilities departments and on the School's overall capital expenditures budget and monitor spending levels in all related areas.
- Ensure maintenance programs and major internal projects are properly staffed and completed in a timely and cost effective manner.
- Prepare reports to communicate current status of key capital and deferred maintenance projects to applicable School management personnel.

- Monitor safety, functionality, and appearance of all buildings and grounds, including athletic fields, on both campuses.
- Oversee the workorder system and workflow/coordination of all Facilities departments and personnel.
- Prepare/Oversee Requests for Proposal and review bids for key building and grounds projects in coordination with the CFO, architects, etc.
- Manage all outside vendors and contractors that provide facilities-related services to the School, including review of related contracts.
- Maintain communication with county and state agencies ensuring all required permits, approvals and licenses are obtained for school buildings, grounds, vehicles, etc.
- Work with School departments to ensure coordinated efforts to support key School-related event logistics.
- Perform other duties as needed and assigned by the CFO.

POSITION QUALIFICATIONS

A strong knowledge of carpentry, mechanical, electrical, computer controlled HVAC, masonry, housekeeping, and grounds/landscaping is expected. A functional knowledge of architecture, engineering, and construction management is also a plus. Extensive knowledge of building codes, blueprints, safety and environmental regulations. Strong leadership, organizational, communication, interpersonal, team member and customer service skills that work effectively with a variety of constituents including faculty, staff, county officials, etc.

SKILLS AND ABILITIES

Education: Bachelor's degree in engineering, architecture, facility or construction management or combination of education and work experience in related fields.

Experience: Minimum of ten years' experience managing facilities, preferably in an educational setting with extensive supervisory experience. A high degree of technical proficiency and knowledge of operations management software.

Computer Skills: Knowledge of Microsoft Office (especially Word and Excel) and Google.

Certificates & Licenses: Must possess a valid driver's license with a safe driving record and able to operate/drive School vehicles.

PHYSICAL DEMANDS

Physical Demands	<i>Select from list below for each</i>	Lift/Carry	
Stand	C	10 lbs or less	F
Walk	C	11-20 lbs	F
Sit	C	21-50 lbs	F
Handling / Fingering	C	51-100 lbs	O
Reach Outward	C	Over 100 lbs	O
Reach Above Shoulder	C	Push/Pull	
Climb	F	12 lbs or less	F
Crawl	F	13-25 lbs	F
Squat or Kneel	C	26-40 lbs	F
Bend	C	41-100 lbs	O

For physical demand, select one of the following descriptors.

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

WORK ENVIRONMENT

Work in professional school environment including work outdoors in all weather conditions.

Additional Information

- Interested candidates should provide a cover letter stating interest in the position, a resume, and three supervisory references from recent employment. Please send materials to careers@stevensonschool.org.
- The essential functions and skills have been included but should not be considered as an exhaustive list of all functions, responsibilities, skills, duties, etc. Additional responsibilities and requirements may be assigned as deemed appropriate.
- The ideal candidate would possess as many of the attributes and have as much of the desired experience as listed.
- The School is a tobacco free environment and an equal opportunity employer.
- Must pass a background check.
- Stevenson is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender identity, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by law.