



Director of Facilities Management

Start Date: June 2022



Lower School Campus (Nursery-Grade 5) • 228 Old Gulph Road • Wynnewood, PA 19096
City Avenue Campus (Grades 6-12) • 1101 City Avenue • Wynnewood, PA 19096

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Friends' Central School Overview

Friends' Central School is an independent, coeducational Quaker day school founded in 1845 and serving approximately 800 students in Nursery through grade 12. Located in the Philadelphia suburbs, the School has two campuses. The Middle & Upper Schools are located just outside of West Philadelphia in Wynnewood, and the Lower School is on our Old Gulph Road campus in the heart of Wynnewood.

The exceptional faculty at Friends' Central offers a curriculum that cultivates the intellectual, spiritual, and ethical growth of our students. Our pedagogy is grounded in continuing revelation, reflection, integrity, and a willingness to accept responsibility. From Nursery to grade 12, our students participate in a process designed to foster creative, critical, and flexible thinking, along with compassion. As they transform from playful children to skilled, self-possessed teenagers, they are always intellectually curious and engaged thinkers. Friends' Central prepares graduates to succeed in college and in life.

Director of Facilities Management

Friends' Central School seeks a full-time Director of Facilities Management to supervise physical plant operations, including all buildings and grounds, utilities, and energy management systems in order to provide a safe, healthy, and comfortable environment for students, teachers, and staff. The individual in this position is responsible for the scheduling and supervision of maintenance and repair activities, contracted services, and custodial services and ensuring that the physical operation of the School meets budgetary and strategic objectives. The Director of Facilities Management is expected to embody Quaker values, including environmental stewardship, equity in relations, hiring, and contracting, and acting to strengthen the Friends' Central sense of community.

Primary Duties and Responsibilities*

- Directs, supervises, and evaluates facilities department staff; ensures staff receives ongoing regular training related to specific job tasks and responsibilities
- Schedules and supervises maintenance workers engaged in building and grounds upkeep and repair, responsible for electrical, plumbing, heating, air conditioning, and ventilation services
- Directs, schedules, and oversees external contractors (such as electricians, plumbers, excavators, roofers, painters, landscapers, etc.)
- Supervises custodial workers engaged in cleaning school buildings and school premises
- Contributes to strategic planning by evaluating and projecting future facility needs and proposing options to achieve them
- Develops and monitors facilities department budget; orders equipment and supplies and monitors inventory; makes requests for capital outlay expenditures as needed
- Develops, implements, and supervises preventative maintenance and renovation programs for buildings, grounds, utilities, and mechanical and electrical systems with the goal of delivering an APPA level 2 maintenance program
- Manages cost-effective campus energy management systems; supervises the operations, maintenance, and repair of such systems; manages capital renewal and/or replacement as needed
- Prepares written specifications for physical plant projects; estimates costs of equipment, materials, labor, and supplies; prepares bid specifications for projects, equipment, and contracted services oversees site and building projects performed by outside contractors;
- Serves as administrator responsible for facility safety, compliance with governmental codes related to facilities, and meeting physical ADA compliance standards. Works closely with staff and governmental agencies to meet all school, environmental, and other mandated requirements

- Evaluates the need for and arranges physical plant training sessions (bloodborne pathogens, OSHA, PA Department of Health, and other job-related training) both in-house and off campus
- Ensures the proper disposal of hazardous and controlled wastes in compliance with regulations and guidelines; works directly with all federal, state, and local agencies such as OSHA, EPA, and local and state health departments as required to meet compliance regulations
- Oversees fleet vehicles maintenance and shipping/receiving activities
- Performs other related tasks as assigned

Supervision

- Works under the direction and supervision of the FCS Chief Financial Officer

Qualifications

- Bachelor's degree preferably in engineering, building trades, or related field
- Five or more years of progressively more responsible experience in physical plant maintenance, with three or more years of supervisory experience, or combination of education and experience commensurate with the requirements of this position
- Demonstrated ability to work cooperatively and collaboratively with teachers, staff, administrators, and trustees
- Experience in operational and strategic planning effectively for facilities as well as budget development
- Ability to effectively communicate ideas and information in written and oral format to administrative staff, professional colleagues, governing boards, committees, and outside vendors and contractors; must possess the ability to make independent decisions when circumstances warrant such action
- Must be in good general health and able to cope with the mental and emotional stress of the position and meet the physical demands that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation; reasonable accommodation will be determined on a case-by-case basis

**This job description is intended to describe the type and level of work being performed by a person in this position. It is not an exhaustive list of all duties and responsibilities required by a person so classified.*

Interested applicants should send a resume and cover letter expressing interest in position and salary requirements to careers@friendscentral.org.

Currently, Friends' Central requires COVID-19 vaccines for all faculty, staff, and students. There will be limited exemptions for medical or religious reasons.

Friends' Central School seeks candidates with a commitment to fostering an inclusive learning community who will address issues of diversity, as well as enhance the Philosophy of Inclusivity and Awareness articulated in our [Diversity Statement](#).

