



Director of Buildings & Grounds Sarasota, FL

Located on two campuses totaling 95 acres in beautiful, Sarasota, Florida, The Out-of-Door Academy (ODA) is an independent, coeducational, college preparatory day school serving 800 students in pre-kindergarten through twelfth grade. At Out-of-Door, students are happy, engaged, and excited about their academic, artistic, athletic, and personal growth. A talented and dedicated faculty challenge students to reach their full potential while providing a high level of individual guidance and support. The school's rigorous and innovative academic program ensures that learning is both meaningful and lasting. Robust offerings in the arts, athletics and service learning enrich the ODA experience and provide opportunities for students to discover and develop their unique interests and talents. Graduates leave Out-of-Door not only academically prepared but also with the strength of character and passion for learning that provide a strong foundation for future success in higher education and in life.

Out-of-Door maintains a commitment to diversity, equity, inclusion, and belonging along with our core values of respect, integrity, service, excellence, and responsibility. We aim to understand, engage, and celebrate the broad range of human experiences, perspectives, and identities that make up the ODA community. We believe that a diverse and inclusive community is essential to ensuring a comprehensive, global education that cultivates leaders of strong character.

Out-of-Door was founded on Siesta Key in 1924 to serve students in pre-kindergarten through eighth grade. In 1996, a second campus in the Lakewood Ranch area of Sarasota was acquired to accommodate the addition of an upper school. Both campuses have evolved and developed to meet the needs of a growing enrollment as well as to enhance and enrich the experience of every student at ODA. Today, the five-acre Siesta Key campus is home to the Lower School (PK-5), and the 90-acre Uihlein Campus in Lakewood Ranch houses both the Middle and Upper Schools. Facilities include interactive technology in every classroom, a fine and performing arts center with a black box theater, a student and STEM Center, a competition gymnasium with a wellness center, a field house, a lighted stadium, tennis courts and a practice complex.



The Out-of-Door Academy seeks a **Director of Buildings & Grounds**. This position will report to the Chief Financial/Operations Officer and will be responsible for the overall management, operations and programs of Buildings and Grounds on two campuses to ensure efficient operations and to provide for the safety, health and comfort of students, faculty, staff and the public. The ideal candidate will be well-organized, detailed-oriented, responsible, and able to work independently while possessing the ability and desire to understand and engage in supportive relationships. We expect all employees of The Out-of-Door Academy to live the school's mission and core values of respect, integrity, service, excellence, and responsibility.

Qualifications

Experience, Skills & Knowledge

- Ability to manage and supervise all buildings and grounds personnel directly or through designated lead positions.
- Formulate and establish preventative maintenance programs.
- Establish and direct maintenance, groundskeeping, security and custodial requirements, activities and functions.
- Oversee all safety and environmental programs to assure all sites and facilities are environmentally safe.
- Oversee and monitor equipment cleaning, repair and maintenance.
- Responsible for the annual budget for Buildings & Grounds.
- Plan, negotiate and administer vendor and facility rental agreements with outside parties.

Requirements

- High school diploma required; Associate's degree or a two-year college or technical school certification or degree required.
- At least 5 (five) years of related work experience in facility maintenance, repair and grounds; experience should include a minimum of 2 (two) years lead/supervisory experience.
- Keen attention to detail and excellent communication skills, both written and verbal.
- Self-directed individual who is solution oriented, flexible and works well with teams and individuals while possessing a positive attitude.

Personal Attributes

- An honest person who will live the school's values and who effectively blends candor, care, and empathy in dealing with others, and whose style is rooted in honesty, transparency and collaboration.
- An approachable, collaborative professional, who values teamwork, builds meaningful relationships, listens well, and respects differences of opinion.
- A thinker who possesses excellent communication skills and a high level of emotional intelligence.
- A hard-working professional who thrives in a fast-paced work environment with high expectations.

Compensation and Benefits

This is a 12-month full-time exempt position beginning in July 2022. Compensation is highly competitive and commensurate with experience and includes a comprehensive benefits package.

At Out-of-Door, we value a diverse workforce. Applicants of any race, creed, physical ability, color, religion, sex, age, gender, sexual orientation or national origin are encouraged to apply. Once an offer is accepted, the position will require the successful completion of a national background screening and drug testing.

Other

External candidates will be required to complete a video submission interview through the SparkHire platform. Once an application has been received, instructions on completing the video submission will be provided through an email. A candidate application will be considered complete once this video submission has been received.

Internal candidates will be required to submit a Vision Statement for this position as part of the application process. This Vision Statement should be uploaded into the Educational Philosophy Statement category.