

**Belmont Hill School**  
**Associate Director of Facilities**  
**Job Posting**

Belmont Hill School is seeking an Associate Director of Facilities to assist with the management and coordination of the maintenance and day-to-day operation of the physical plant and grounds across our 38-acre campus.

Reporting to the Director of Facilities, the Associate Director of Facilities is responsible for assisting in the School's overall facilities operations, including groundskeeping; field maintenance; routine maintenance of all buildings; repair and replacement of plant equipment and systems; security; janitorial; fleet management; and emergency response. This position will also assist with major building and hardscape projects on campus. The Associate Director of Facilities will assume the responsibility of the Director of Facilities in the Director's absence. This position requires a hands-on individual who can work a flexible schedule that may include evenings, weekends, and some holidays.

Qualified candidates should have:

- Five to ten years of related experience, preferably at an independent school.
- Significant groundskeeping, building maintenance and project management experience.
- Ability to work intuitively and independently on multiple projects simultaneously and work well under limited time constraints.
- Strong negotiating skills.
- Working knowledge of federal, state and local regulations and laws.
- Excellent interpersonal and communication skills to successfully interact with staff, faculty, students and other constituents of the School.
- Solid working knowledge of Microsoft Office; experience with Blackbaud and Veracross is a plus.

Interested candidates should send a cover letter and resume via email with the subject line "Associate Director of Facilities" to Elton Matos, Director of Facilities at [matos@belmonthill.org](mailto:matos@belmonthill.org). Salary commensurate with experience. Non-smoking campus. EOE

Belmont Hill School is a non-denominational school for boys in grades 7-12 situated on 38 acres in Belmont, MA, a suburb 20 minutes northwest of Boston. Primarily a day school, Belmont Hill also maintains a five-day boarding program for approximately 30 students in order to serve students from a broader geographic region. The School seeks to build a diverse and inclusive community of teachers and students as it pursues its timeless mission of "developing young men of character." A faculty of 65 men and women work together to offer the 460-member student body a challenging, college preparatory curriculum grounded in the School's deep commitment to character education and relational learning. Beyond a strong history of athletic competition as a key component of character education, Belmont Hill is also proud of its burgeoning programs in the fine arts, music, and theater. The School's deep sense of community is evidenced by its passionate alumni body and cherished traditions including weekly chapel gatherings, sit-down family style lunches, and a daily pause for milk and cookies. A founding member of the International Boys' School Coalition, Belmont Hill is a worldwide leader in boys' education. Having welcomed a new Head of School in 2018 as the School looks towards its centennial later this year, it is an exciting time to join Belmont Hill as the School seeks to embrace both its time-honored traditions with a broad commitment to innovative thinking and teaching. For more information about our school, please visit us online at [www.belmonthill.org](http://www.belmonthill.org).