



THE
HOWARD
SCHOOL

Position Title

Facilities Manager

FLSA Classification

Exempt, Salary

Reports to

Assistant Head of School for Finance and Operations

Position Purpose

The Facilities Manager will direct, coordinate and supervise facilities and equipment management and maintenance at The Howard School.

This is a full-time, 12-month benefit-eligible position beginning around June 1, 2024 as schedule allows.

Mission

The Howard School empowers students with language-based learning differences by addressing individual needs and leveraging strengths to develop a lifelong understanding of and advocacy for their own learning process.

Duties and Responsibilities

- Plan, assign, and manage maintenance and operations personnel; assure school buildings, grounds, facilities and equipment are operational and health, safety and security policies and guidelines are met.
- Inspect school buildings and grounds to assure that proper safety, cleaning and sanitation standards are maintained; assume responsibility for the school alarm system.

- Arrange for necessary repair work by vendors; contact vendors by telephone/email as necessary; inspect and review work performed to assure standards are met.
- Organize, schedule, and supervise all maintenance staff at the school.
- Oversee all grounds maintenance and care to include lawns, trees, shrubs, athletic fields, and walks.
- Schedule and perform regular preventive maintenance and minor repairs on mechanical, electrical, plumbing, HVAC, security, safety and monitoring systems, school vehicles and other equipment.
- Monitor HVAC and other maintenance contracts and supervise completion of maintenance work orders.
- Oversee regular cleaning of the school and supervise any contracted cleaning services.
- Schedule and supervise ongoing building maintenance.
- Schedule and supervise major projects during school holidays.
- Organize, schedule, and supervise all repair and construction projects.
- Oversee after-hours and weekend on-call maintenance service as requested.
- Coordinate set ups for school activities and other special school programs.
- Oversee inspections of all building systems as needed (boiler, fire alarms, etc.).
- Assure that all safety requirements are followed.

Skills

- Proven management skills in the area of personnel, time, cost, quality, facility and property management.
- Expertise in and an aptitude for administration, management, construction, mechanical equipment, landscaping, computer usage, purchasing, supervision, security and general services.

Qualifications

- College or trade school degree or equivalent experience required, preferably in one of the following disciplines: Industrial Management, Construction Management, Civil Engineering, Mechanical Engineering, or Architecture. A profession license in one or more job-related area is preferred.
- Five to seven years of related experience is required, including a minimum of two years experience in an educational setting.

Physical Requirements

- Frequently lift equipment and materials weighing 50 pounds or more.
- Crawl, climb ladders, twist, turn and reach in completing a variety of job duties.

- Work outside in hot or cold conditions for extended periods of time.
- Work in a wide variety of environments as found in all areas of the school.

The Howard School is an equal opportunity employer that is committed to diversity and inclusion in the workplace. The School is committed to providing equal opportunity in all of our employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, creed, religion, sex, sexual orientation, gender identity, national origin, citizenship status, age, pregnancy, disability/handicap, genetic information, uniform service member status or any other protected status in accordance with applicable federal, state, and local laws.