



CANTERBURY SCHOOL

Director of Facilities

Summary

Canterbury School, a college preparatory, co-educational boarding and day high school located in New Milford, CT, seeks a Director of Facilities to oversee Housekeeping, Maintenance, and Grounds Departments. As the Director of Facilities, you will collaborate and coordinate with an in-house team, as well as vendors to manage campus projects. The Director of Facilities will also provide strategic planning and guidance to improve the physical plant and ensure departmental standards and the school's overall goals are met. Canterbury's campus sits on over 150 acres with over 30 structures thereon.

Responsibilities

- Oversees day-to-day Housekeeping, Grounds, and Facilities Maintenance personnel and scheduling
- Plans, organizes, and follows up on all work repairs, renovations, and trade projects
- Participates in the development and implementation of policies and procedures for building maintenance and develops preventative maintenance schedules
- Works to help establish both annual and long-term priorities
- Ensures Grounds, Housekeeping, and Maintenance resources are planned and in place to meet school standards
- Develops, manages, and evaluates direct reports providing overall supervision and evaluation of the departments (Grounds, Housekeeping, Maintenance)
- Motivates employees to help achieve the departments and school's goals
- Ensures building and facility cleaning and maintenance is completed as required
- Performs troubleshooting of complex electrical, mechanical, and plumbing issues
- Completes required administrative tasks such as logging all preventative and restorative work performed, interfacing with contractors and inspectors, and maintaining compliance related filings
- Collaborate with other departments to schedule downtime for repairs and ensure campus spaces are clean and in good repair for everyday use as well as special events
- Acts a liaison between the school and security contractors
- Ensures stock part levels are adequate for replacement and repairs
- Manages departmental budgets including processing orders, invoices, and reimbursements
- Prepares information to communicate current status on budget, capital projects, and deferred maintenance for the CFO and the Board's Facilities Committee
- Ensures safety and compliance standards are upheld and tracked

- Maintains communication with Town and State agencies as required, ensuring all required permits, approvals, licenses, etc. are obtained for all facilities, buildings, vehicles and grounds
- Ensures departmental staffing through work delegation, performance management, and personnel development
- Performs other duties as assigned

Position Requirements

- Bachelor's Degree in a relevant field
- 5+ years of maintenance, construction, or repair experience in a campus environment
- 5+ years of management experience, and exceptional leadership skills
- Ability to work effectively with other departments and administration
- Ability to relate to a wide array of constituents
- Prior working experience with facilities management including: exposure to building systems, HVAC, plumbing and/or electrical trades, and blueprint reading
- Strong computer skills including; Google Suite, Word, Excel, Outlook, and PowerPoint required
- Strong interpersonal and written and oral communication skills
- Excellent project management skills with the ability to prioritize tasks and meet deadlines
- Considerable knowledge of relevant laws, regulations, facilities management, and compliance standards including the NFPA, National Electrical Code, Public Health, and OSHA
- As Canterbury is a boarding school that operates 24/7, there will be an on-call component of this position and some weekends will be required

Physical Conditions

- Office environment at times
- Able to bend, stoop, reach, push, pull, climb, kneel, and lift
- Work outdoors in all weather conditions, with excessive dust, dirt, temperature, rain or snow
- Subject to hazards and atmospheric conditions including moving vehicles, moving mechanical parts, fumes, and gasses
- Stand and walk for long periods of time. Able to traverse the campus and buildings on different types of terrain
- Able to safely drive a school vehicle

How to Apply

Interested candidates should provide a resume and cover letter to Stephen Carleton, CFO, at scarleton@cbury.org.

Canterbury School, in the treatment of employees and applicants for employment, is committed to a policy of equal employment opportunity and non-discrimination. To learn more about Canterbury's efforts to maintain a diverse and inclusive community, please visit our website at www.cbury.org/about/dei.