



Director of Facilities

Position Title: Director of Facilities

Full-time/Part-Time Full-Time Exempt

Benefits Eligible Eligible

Rate: \$80,000-\$115,000

To apply: Please send a cover letter and resume to facilities@chartwell.org

Position Overview

The Director of Facilities is responsible for the overall management, maintenance, and operational performance of the campus, ensuring all buildings, grounds, and systems effectively support the school's daily activities. This role provides leadership across facilities maintenance, vendor coordination, custodial operations, servicing and support of two school vans, safety and security policies and procedures, and contracted ground services to maintain a safe, clean, and well-functioning environment. Working closely with the Director of Finance and Operations, the Director oversees facilities and grounds budgets, including purchasing, resource allocation, and cost control, while serving as a central point of coordination for internal teams and external partners. This position provides both strategic leadership and hands-on operational oversight, balancing immediate campus needs with long-term planning for facilities, grounds, transportation, and related services. Success in this role requires strong expertise in facilities management, the ability to build credibility quickly with senior leadership, and a commitment to data-driven decision-making and transparency. The Director plays a key role in advancing the school's master plan and strategic vision while fostering a collaborative campus culture that values stewardship, accountability, and the dignity of manual labor.

Responsibilities include, but are not limited to, the following:

Facilities Operations & Maintenance

- Oversee the daily maintenance, repair, and operational functionality of all

campus buildings, systems, and grounds

- Monitor all utilities to ensure efficient and cost-effective use in these important cost areas
- Work closely with the Director of Finance and Operations on preparation of operating budgets for the Facilities Department and on the school's overall capital expenditures budget and monitor spending levels in all areas
- Ensure maintenance programs and major internal projects are properly staffed and completed in a timely and cost effective manner
- Prepare reports to communicate current status of key capital and deferred maintenance projects to applicable school management personnel
- Monitor safety, functionality, and appearance of all buildings and grounds, including athletic fields
- Perform and support hands-on maintenance and repairs as needed to maintain campus operations
- Monitor and maintain building systems to ensure efficiency, reliability, and minimal disruption to school activities
- Support the planning and execution of routine inspections and maintenance schedules
- Oversee all safety related policies and procedures in consultation with the Director of Finance and Operations
- Review existing and establish new policies and protocols that meet all required environmental, health, safety, and maintenance standards. Also ensure compliance with all local, county, state and federal regulations and laws that impact the School including OSHA, EPA, ADA, DOT, etc.

Preventative Maintenance & Systems Management

- Coordinate and manage preventative maintenance programs for HVAC, electrical, plumbing, and related systems with a tracking system
- Ensure compliance with all applicable local, state, and federal safety and maintenance regulations

Vendor & Contractor Management

- Supervise and coordinate external vendors, contractors, and service providers, ensuring quality and timely completion of work
- Serve as a central point of coordination for facilities-related communication with staff, vendors, and leadership

Team Leadership & Staff Coordination

- Serve as the primary point of contact for custodial and grounds staff and security team
- Provide day-to-day direction, support, and coordination of work activities
- Align staff priorities with campus needs and operational goals
- Communicate expectations, schedules, and task assignments clearly
- Support accountability, performance, and continuous improvement

Budgeting, Purchasing & Financial Oversight

- Working closely with the Director of Finance and Operations, develop, manage, and monitor facilities, custodial, and grounds budgets, ensuring effective allocation of resources and cost control and closely monitor spending levels in these areas
- Purchase materials, equipment, and supplies, maintaining budget alignment and operational efficiency
- Track expenditures and identify opportunities for cost savings and process improvements.

Grounds & Outdoor Space Management

- Manage any contracted grounds services, ensuring campus landscaping and outdoor spaces are maintained to established standards
- Coordinate scheduling, scope of work, and performance expectations with grounds vendors
- Review and approve grounds-related work, ensuring quality, efficiency, and alignment with budget

Event & Campus Operations Support

- Coordinate facilities support for school events, including setup, breakdown, and operational readiness

Qualifications

Education & Experience

- Bachelor's degree in Facilities Management, Construction Management, Business Administration, or a related field preferred
- Equivalent combination of education and hands-on facilities experience will be considered
- 10+ years of progressive experience in facilities maintenance, operations, or a related field
- Experience in a school, campus, or multi-building environment strongly preferred

Systems Experience

- HVAC Systems experience
- Electrical / Plumbing experience
- General Building and repair experience
- Ability to troubleshoot and resolve facility-related issues independently
- Experience reading and interpreting building plans, technical drawings, and specifications

Operations & Coordination

- Proven ability to manage multiple priorities and respond to day-to-day operational needs ●
- Experience coordinating vendors, contractors, and service providers
- Familiarity with preventative maintenance programs and scheduling

Leadership & Communication

- Strong communication and leadership skills with the ability to work effectively with staff and vendors
- Ability to coordinate tasks, provide direction, and support team operations
- Professional, responsive, and solution-oriented approach to problem-solving

Administrative & Technical Skills

- Proficiency with basic computer systems (Google Workspace, email, work order systems preferred)
- Ability to track work, manage schedules, and maintain organized records

Work Schedule

This position shall work 40 hours per week as follows: **7:30 AM - 4:30 PM on Monday-Friday**. The schedule shall fluctuate at times to ensure the employee is working and available during school-wide events, and fundraising events that require support (i.e. In-Service Week, Advancement events, Grandparent's Day, etc.). All requests for changes in the schedule or time-off are to be approved by the Director of Finance and Operations.

Chartwell School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.