SEACREST
COUNTRY DAY SCHOOL

Director of Facilities

Seacrest Country Day School seeks a hands-on Director of Facilities to keep our campus safe, comfortable, and well-maintained for students, faculty, and families. The ideal candidate has deep technical expertise in HVAC and electrical systems and is equally comfortable fixing a leaking faucet, repairing a door closer, or planning a multi-year capital project.

This leader works alongside the Seacrest Country Day School Team, sets high standards for cleanliness and repair, and understands that a well-run campus is part of the school's promise to families.

Key Responsibilities

Team Leadership

- Hire, train, schedule, and evaluate maintenance, custodial, and grounds staff.
- Foster a culture of pride, accountability, responsiveness, and service to teachers, students, and families.

Facilities Operations and Maintenance

- Maintain an inventory of building systems, equipment age, warranties, and service history.
- Oversee daily operations, preventive maintenance, and repair of all buildings, systems, and equipment.
- Maintain, troubleshoot, and repair HVAC systems, including chillers, air handlers, rooftop units, split systems, thermostats, and building controls.
- Develop and manage a preventative maintenance schedule for HVAC, electrical, roofing, plumbing, fire and life safety systems, and other major equipment.
- Maintain and repair electrical systems, including lighting, panels, circuits, outlets, emergency lighting, and power for athletic and performance venues.
- Perform basic handyman work, such as carpentry, painting, drywall repair, plumbing fixes, door and lock repair, furniture assembly, and event setup.
- Manage a work-order system that tracks requests, response times, and completion, and communicate promptly with staff about status.

Grounds, Athletics, and Campus Appearance

- Oversee landscaping, irrigation, athletic fields, playgrounds, parking areas, and outdoor spaces.
- Manage facility contractors and ensure the campus presents well to current and prospective families at all times.

Capital Planning and Budgeting

- Develop and maintain a multi-year capital improvement and deferred maintenance plan, with cost estimates and priorities for the Head of School and the Board of Trustees to review.
- Prepare and manage the annual facilities operating budget.

Safety, Compliance, and Emergency Readiness

- Ensure compliance with fire, building, electrical, health, and safety codes, and coordinate required inspections and certifications.
- Maintain fire alarm, sprinkler, emergency lighting, and security-related systems in partnership with school leadership.
- Lead storm and hurricane preparation and recovery for facilities, including shutdown procedures, protection of buildings and equipment, and post-event assessment.
- Respond to after-hours emergencies, including system failures, leaks, power outages, and security concerns.

Vendors, Projects, and Events

- Obtain bids, negotiate contracts, and supervise outside contractors, ensuring quality work, proper licensing and insurance, and safe practices around students.
- Manage renovation and construction projects from planning through completion.
- Support school events, athletic contests, performances, and community functions with setup, power, and facility needs.

What Success Looks Like

- Fewer emergency repairs because preventive maintenance is well-planned and executed consistently.
- Fast, courteous response to work orders.
- A clean, safe, well-presented campus every day.
- Clear, accurate budgeting and a realistic long-range capital plan.
- A respected, motivated facilities team.

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Qualifications

Required

- Five or more years of experience in facilities management, building maintenance, or a related technical trade, with at least two years in a supervisory role.
- Demonstrated, hands-on expertise in HVAC systems, including diagnosis, repair, and preventive maintenance.
- Demonstrated, hands-on expertise in commercial electrical systems.
- Working skill in general repair, including carpentry, painting, basic plumbing, and drywall.
- Working knowledge of building, fire, and life-safety codes.
- Ability to read blueprints, system schematics, and technical manuals.
- Proven success creating and managing annual budgets.
- Strong organizational skills, comfort with work-order and maintenance software, and experience managing a budget.
- Ability to think critically and contribute to long-term planning/forecoasting efforts.
- Clear, professional communication with staff, vendors, parents, and school leadership.
- Ability to pass a background check, including fingerprinting, as required for working around children.

Preferred

- Current HVAC license or certification (such as EPA 608) and/or an electrical license or journeyman credentials, as applicable under state law.
- Experience in a school, campus, or other multi-building environment.
- Experience with building automation or energy-management systems.
- Experience leading capital projects and working with architects and contractors.
- OSHA safety training and CPR/first aid certification.

Physical Requirements and Working Conditions

- Ability to lift 50 pounds, climb ladders, and work on rooftops, in mechanical spaces, and in outdoor weather.
- Regular walking, standing, bending, and kneeling.
- Availability for evenings, weekends, and emergencies, with an on-call rotation.
- Valid driver’s license and reliable transportation.

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Working Conditions, Compensation, and How to Apply

The Director of Facilities works on campus with regular evening and weekend commitments tied to events and facility-related activities.

Seacrest offers a highly competitive salary commensurate with experience, alongside a comprehensive executive benefits package including health/dental/vision insurance, an attractive retirement match, and tuition remission opportunities.

Interested candidates should submit a comprehensive cover letter outlining their leadership and other relevant experience, a current résumé, and a list of three professional references to **hr@seacrest.org**. Applications will be reviewed on a rolling basis, and the search will remain open until the position is filled.

Seacrest is an equal opportunity employer. In accordance with applicable law, we prohibit discrimination and harassment against any applicant or employee based on any legally protected characteristics, including, but not limited to: veteran status, uniformed servicemember status, race, color, religion, sex, sexual orientation, gender identity, transgender status, age, pregnancy (including childbirth, lactation and related medical conditions), national origin or ancestry, citizenship or immigration status, physical or mental disability, genetic information (including testing and characteristics), marital status, HIV or AIDS (actual or perceived) or based on sickle cell trait or testing or any other category protected by federal, state or local law (collectively, "protected characteristics"). Seacrest's commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, supervisor, or co-worker.