



POSITION DESCRIPTION: **Director of Facilities**

Start Date: **Beginning April 1, 2015**

THE POSITION: The Director of Facilities models the highest standards of professional and collegial conduct in support of the Academy's mission and philosophy. The Director of Facilities initiates and demonstrates leadership and management skills through promoting positive faculty, staff and student collaboration while fostering high expectations, excellence, creativity and outstanding achievement throughout the areas of his/her responsibilities. As a participating member of the school's Executive Leadership Team, the Director of Facilities is expected to implement school policies and practices at all levels of the school's operations. Specifically, the Director of Facilities is responsible for the management of resources associated with the supervision and development of all school facilities so as to achieve the goals and objectives of the Academy's mission.

RESPONSIBILITIES/DUTIES:

Leadership

1. Supports and participates in all aspects of the Academy's Strategic Planning processes;
2. Serve as staff liaison for the Facilities Board Committee;
3. Serve as a member of the school's Executive Leadership Team;
4. Plans regularly and realistically to meet the present and future financial and space utilization needs of the Academy;
5. Establish and maintain rapport with parents, faculty, staff, and others interested in the continued development of the physical plant;
6. Supervises repair, remodeling and new construction of the facilities in partnership with the Head of School and Director of Finance;

Management of Personnel

7. Manage the maintenance, custodial, landscaping, and food service personnel operations;
8. Oversee all outsourced operations related to facilities;
9. Recommend employment, transfer, promotion, or termination of personnel assigned to the operations of school facilities;

Site Services Management

10. Monitor the faculty's management of classroom facilities;
11. Maintain the school's communication systems;
12. In partnership with the Director of Technology, coordinate any schoolwide technology upgrades or purchases;
13. Work in cooperation with program directors to ensure program needs are met;
14. Approve and manage in consultation with appropriate program directors the rental/use of school facilities by other civic or community organizations;
15. Utilizing the SchoolDude platform to coordinate internal rental of facilities, and all event set-up;
16. Direct the energy management program for the school and make provisions for the same;
17. Coordinate and maintain the use of school vehicles including the procurement of any additional vehicles needed for school related activities;
18. Control the issuance and records of keys to all school personnel;
19. Continually research ways to maintain and upgrade the historical school facilities;

Safety and Security

20. Coordinate and oversee all school safety and security measures;
21. Coordinate the school's emergency and safety plans in consultation with members of the Executive Leadership Team, faculty and staff;
22. Conduct annual safety and evacuation trainings for faculty, staff and students in partnership with local first responders;
23. Coordinate the school's fire alarm systems for all buildings and grounds including annual inspections by the Fire Marshall;
24. Coordinate with local police officers as additional security and safety is needed for schoolwide events and activities;
25. Maintain the school's traffic control plans in compliance with the existing CUP (conditional use permit);

Financial, Insurance and Government Compliance

26. Insure compliance with SB 198, Injury and Illness Prevention Program, along with all OSHA requirements;
27. Insure adequate insurance coverage for all buildings and their contents in partnership with the Director of Finance;
28. Prepare bid proposals for new equipment purchases and service contracts;
29. Plan with the leadership team, particularly with the Head of School, the short term and long term capital improvement needs of the school facilities;
30. Prepare and manage the school maintenance and plant operations budgets in consultation with the Director of Finance;
31. Prepares and files all necessary reports required by government and city agencies, and insures compliance with local, state and federal mandates related to facilities and site service operations;
32. Other duties as necessary to meet the demands of the position;

To whom responsible: **The Head of School**

EDUCATION and QUALIFICATIONS:

- AA/AS Degree in related field and/or equivalent years in experience; a bachelor's degree is preferred;
- Experience in a managerial role;
- Advanced knowledge of custodial, maintenance and operations work and related equipment;
- Ability to effectively plan, prioritize and exercise program requirements in a fast paced environment;
- Demonstrated ability to work cooperatively and effectively with students, staff and public in a professional manner;
- Ability to communicate effectively both orally and in written form.
- Knowledge and expertise in technology and software to perform job duties (Office, Excel, Google Documents, Spreadsheets, Facilities software, etc.);
- Ability to multi-task in a very busy environment.

OTHER REQUIREMENTS and CONDITIONS:

- Ability to stand and walk for long periods of time (expansive historic campus);
- Physical stamina to stand, reach, bend, lift, kneel and squat in tight spaces;
- Requires valid driver's license;
- Requires pre-employment clearance (fingerprint and TB);
- Obtain and hold any credentials that may arise in the future that are required by code;

COMPENSATION:

This is a 12 month position; vacation days determined on years of service. Salary will be commensurate with qualifications and experience and a comprehensive benefits package will be provided.