



Job Description: Director of Facilities

Job Status: Exempt, Full Time

Reports to: Director of Finance

Schedule: Year Round

Position Summary

The director of facilities (DOF) is responsible for the overall maintenance of the school campus, including facilities, school playgrounds and playing fields, and all school furniture, fixtures, and equipment. The DOF is expected to be both a strategic advisor to the administrative team and the buildings and grounds committee and a hands-on contributor to the daily maintenance needs of the school.

Major tasks & duties

- Assist the head of school, buildings and grounds committee, and finance director with construction projects initiated as part of the school strategic plan.
- Supervise the school's vendors and onsite staff engaged in maintenance and cleaning of the facilities and outdoor spaces.
- Prepare and manage a preventative maintenance plan, including budget recommendations, for all school facilities, outdoor spaces, and FFE.
- Solicit and evaluate proposals and subsequently manage all contractors and subcontractors related to facilities operations.
- Manage the campus work order system to ensure the timely completion of tickets.
- Manage set-ups for on campus events and coordinate with outside vendors as necessary for event management.
- Partner with the director of finance to develop an annual facilities budget and manage the facilities budget.
- Participate in ongoing professional development to remain up-to-date with the latest trends and developments in facilities management.
- Ensure compliance with all relevant local, state, and federal agencies to ensure that compliance with applicable health and safety regulations.
- Work collaboratively with the director of technology to ensure building systems are functioning properly and integrated into the overall technology plan.

Minimum qualifications

- Background in facilities management or similar experience.
- Strong organizational and project management skills.
- Collaborative approach and ability to work as part of a team.
- Williness to be a hands-on director and help with day to day maintenance needs.

Physical demands

Incumbents must be able to successfully perform the essential functions of the job, with or without reasonable accommodation.

This job description is intended to convey information essential to understanding the scope of the job and general nature and level of work. It is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position, nor is it considered a contract between the employee and St. Paul's Day School. St. Paul's has the right to change employees' job duties at its discretion.