



## Director of Facilities

**Type:** Full Time, 12 months (Please note this position is on-call 24/7 for alarm monitoring and emergency situations and may be called upon on weekends and evenings for events including but not limited to board meetings, snow removal, special events.)

**Supervisor:** Head of School

**Supervisees:** Facilities, Security Staff, Contractors, and Suppliers

**Start Date:** Immediate

### Mission Statement

*Catherine Cook empowers students from preschool through 8th Grade to be adaptive, confident, and productive stewards of an evolving world. Our community engages in ideals of cultural competence, progressive academics, ethical literacy, and innovation designed to inspire personal excellence and compassionate leadership.*

### Diversity Statement

*Catherine Cook School is committed to creating and sustaining a diverse and compassionate community grounded in a culture of integrity.*

### Essential Functions:

- Manages all aspects of facilities repair and maintenance including, but not limited to, HVAC, elevator, electrical, plumbing, janitorial, landscaping/grounds, pest control, fire protection, access control, and security systems
- Coordinates, prioritizes, and performs work so that facilities service requests are completed effectively and efficiently with minimal interruption to campus activity
- Effectively tracks and communicates status of work orders through web-based work order system. Responds after hours as needed for facilities and security related emergencies
- Develops, maintains, and executes a comprehensive Preventative Maintenance and Replacement Program for all equipment
- Oversees all campus construction activity, working alongside architect, GC, and subcontractors. Coordinates required procurement of materials and equipment
- Responsible for overall financial performance of capital projects including continual cost control, management, and forecasting. Review, approve, and process all subcontractor and supplier invoices
- Ensures compliance with all federal, state, and local codes and standards applicable to areas of responsibility.
- Plans, coordinates, and conducts required inspections such as fire inspections, asbestos inspections, insurance safety inspections
- Develops and implements emergency preparedness program including annual review of Emergency Response Procedures and planning and executing emergency drills with first responders, and in accordance with state/city code requirements
- Manages facilities and security administrative operations. Hires, trains, and manages all facilities and security employees while ensuring all employees and contractors are knowledgeable about applicable regulations and school policies/procedures, and possess the tools, equipment, and resources to complete their responsibilities
- In coordination with Business Office personnel, handles all business aspects of facilities operations including negotiating and managing contracts with outside vendors for ongoing services and capital projects, maintaining professional relationships with vendors and contractors to ensure timely service and support, preparing the annual facilities budget, approving and coding invoices, and continuously monitoring financial activity of the Facilities Department to ensure it is operating in a fiscally responsible manner
- Manages arrival and dismissal operations including developing and enforcing policies and procedures, communicating clear instructions to parents and employees, regularly evaluating processes as needs change and identifying opportunities for improvement, and fostering a program that is neighbor-friendly, efficient, and safe

- Provides daily arrival and dismissal support including helping students safely cross the street/load into vehicles, directing traffic, and using a radio to communicate with school staff
- Other duties as assigned

### **Knowledge, Skills, and Abilities:**

- Comprehensive and thorough knowledge of general facility operations and appropriate maintenance requirements
- Proficiency in Microsoft office and comfortable with facility-related technology tools, such as: security systems, building automation systems, work order systems
- Ability to resolve problems, handle conflict, and make effective decisions under pressure
- Ability to analyze data and make recommendations/decisions based on data analytics
- Ability to effectively supervise and support employees and numerous independently contracted service providers
- Proficient in negotiation, interpersonal, and financial management skills
- Excellent written and oral communication skills, and the ability to fully engage with faculty, staff, parents, and vendors
- Ability to pay attention to detail and organization and handle multiple tasks/projects in a pressure-deadline work environment
- Ability and willingness to be a collaborative and supportive member of the community
- Attendance that is regular, predictable, and reliable is expected of all employees

### **Physical Requirements and Working Conditions:**

- Requires working under stressful conditions and working irregular hours
- Ability to stand, bend at the waist, sit, crouch, kneel, crawl, reach and lay horizontally for sustained periods of time, and/or as job may require
- Ability to safely ascend/descend ladders
- Ability to lift/push/pull a minimum of 50lbs without assistance
- Exposure to extreme temperature and weather conditions
- Exposure to high noise levels from machinery/power tools, construction, students
- Exposure to atmospheric conditions such as fumes/airborne particles from cleaning solutions, paints/solvents, vehicle exhaust, construction dust
- Exposure to biological substances, mechanical/electrical hazards

### **Qualifications**

- Bachelor's degree in Engineering, Business, or related field
- Professional Facilities Management certification a plus
- Minimum ten (10) years of experience in facilities management, construction, or building maintenance, including supervisory, planning/scheduling, and hands-on facilities maintenance
- Prior experience in an academic setting strongly preferred
- Directly related experience or a combination of directly related education and experience may be considered in place of these requirements

This document indicates the general nature and level of work for this position. It is not necessarily a comprehensive list of essential functions, knowledge, skills, abilities, physical requirements or working conditions associated with the job. The Head of School may, at their discretion, assign or reassign duties and responsibilities to the job at any time.

### **Benefits:**

Catherine Cook School offers its employees a competitive benefits package including paid time off, medical, vision, dental, life insurance, and retirement plan.

Catherine Cook School is an equal opportunity employer. Please visit [catherinecookschool.org](http://catherinecookschool.org) to learn more about our school and culture. Qualified candidates can direct their resumes and cover letters to Keesha Smith, Human Resources Manager, at [ksmith@ccookschool.org](mailto:ksmith@ccookschool.org).