

JOB DESCRIPTION



JOB TITLE: Director of Facilities

DEPARTMENT: Facilities – Business Services **FLSA STATUS:** EXEMPT

SALARY: \$75,000 - \$105,000

REPORTS TO: Assistant Headmaster Business Services, Associate Head, Headmaster and/or Headmaster's Executive Administrative Assistant

SUMMARY:

The St. Johnsbury Academy Facilities Director manages the operation and maintenance of over 30 buildings, comprising approximately 400,000 gross square feet and 113 acres of landscape, and a limited number of leased spaces used for dormitories and academic purposes. The Facilities Director provides support and leadership to a team comprised of approximately 35 (+/-) facilities service providers and full-time bus drivers.

MAJOR RESPONSIBILITIES/ACTIVITIES:

- Responsible for all aspects of day-to-day facilities maintenance and operations, including custodial, transportation, maintenance services, security, mechanical and electrical systems, elevators, utility supply, grounds care, heating and cooling, engineering and energy conservation, regulatory compliance, and the preservation and restoration of the campus landscape.
- Under the general direction of the Assistant Head for Business Services, the Facilities Director is responsible for the management and operation of the Maintenance Services, Grounds Team, Transportation Coordinator, Bus Drivers, Custodial Services, and Security Team.
- Responsible for setting standards for customer service and quality assurance.
- Provides leadership and planning for the department to ensure proper functioning of all facilities for the Academy.
- Hire, train, and supervise custodial and grounds crews, plus manage outside contractors.
- Responsible for all facilities meeting local, state, and federal buildings, fire, and health codes.
- Serve on-call for urgent campus infrastructure failures like heating or plumbing issues
- Assists in the development of annual maintenance budgets, capital equipment purchases, capital improvement projects and contracts for outside services.
- Monitors expenditures to ensure projects are completed on time and on budget.
- Works with internal and external communities in a pleasant, collaborative, and effective manner.

REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE:

A minimum of 8 years of successful facilities management experience with responsibility for a complex 24/7 facilities operation.

- Bachelor's degree in facilities management, engineering, architecture, or a related field, or an equivalent combination of education and extensive relevant professional experience. Candidates with substantial demonstrated experience in facilities operations may be considered in lieu of the formal degree requirement.
- Experience in budget preparation and fiscal management
- Demonstrated successful project and long-range planning skills and experience
- Experience managing staff with a goal of creating a team-based and highly collaborative environment

- Knowledge of the regulatory environment, including construction permitting requirements, workplace safety requirements, and environmental regulations
- Outstanding interpersonal and community relations skills and the ability to communicate effectively in a culturally diverse environment
- Ability to collaborate with personnel throughout the Academy to accomplish objectives and to provide leadership to campus committees as appropriate
- Enthusiasm for supporting the school's mission, purpose, and goals
- Extensive experience with commonly used software such as Microsoft Word and Excel
- Ability to react to emergency situations in a professional, calm, and efficient manner

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to travel about campus, and sit and stand for extended periods of time; exhibit manual dexterity to use a telephone, to enter data into a computer, tablet or other learning device; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom or office levels, and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, and on the telephone; physical agility to lift up to 25 pounds to shoulder height and 80 pounds to waist height; and to bend, stoop, sit on the floor, climb stairs, walk and reach overhead.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Duties are normally performed in a normal school campus environment. Some duties may be performed out in the field or in fleet shop. The noise level in the work environment is usually moderate to loud. Teamwork and collaboration with all departments are essential. Evening and weekend hours will be required.

BACKGROUND CHECK AND FINGERPRINTING:

The Academy conducts criminal and motor vehicle record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. Job offer is contingent upon satisfactory maintenance or completion of our background and Child Abuse Registry reporting, and acceptance of our Sexual Harassment Policy.

I acknowledge that I have read and understand the above position description in its entirety, and I am capable of performing all of the stated requirements and essential functions as outlined. If I have any questions about the duties and responsibilities that I am asked to perform, I should discuss them with my immediate Manager, Department Chair or Human Resources Director.

I have discussed any questions that I may have had about this position description prior to signing this form.

Employee Signature

Date