



## **Director of Facilities Chatham Hall**

### **SUMMARY**

Under supervision and guidance of the Chief Financial Officer (CFO), the Director of Facilities manages the maintenance, grounds and housekeeping functions of the school. This includes but is not limited to, managing personnel, construction projects, department budgets, contractor relations, health and safety standards, and industry codes. The Director of Facilities assures the effective functioning of our facility to provide an efficient and safe working environment for the school community by using best practices to manage resources, services and processes to meet the needs of the school.

Chatham Hall seeks candidates who will contribute to and are committed to diversity and multicultural educational practices. Chatham Hall seeks candidates who demonstrate a dedication to working in a diverse community. The school seeks candidates who: communicate effectively with diverse populations, create an inclusive work environment, and will engage in professional development opportunities to further develop inclusive management practices.

### **RESPONSIBILITIES**

- Supervise all maintenance, grounds and housekeeping staff using management practices that reflect the school culture of collaboration, including organization and scheduling of staff
- Create ongoing evaluation that promotes discussion and staff improvement
- Conduct and document regular facilities inspections
- Coordinate facility rentals
- Establish and maintain excellent communications with the school community in regard to maintenance issues
- Schedule and supervise regular inspection, preventive maintenance and minor repairs on mechanical, electrical, plumbing, HVAC, security, safety and monitoring systems, school vehicles and other equipment
- Monitor housekeeping, landscaping, alarms and other 3rd party maintenance contracts
- Schedule and supervise ongoing building maintenance including completion of maintenance work orders, develop preventative maintenance schedules online, special set ups for school activities, and after-hours and weekend maintenance service
- Organize, schedule and supervise all major repairs and construction projects
- Train personnel in safety, crisis management, industry / government regulations and asbestos awareness.
- Create and manage budget for the operations/maintenance department in conjunction with CFO
- Assist CFO, senior leadership and board committees with the strategic planning for plant replacement (PPRRSM)
- Serve as project manager for facilities renovations and new capital projects
- Supervise and manage purchasing and inventory of equipment and supplies for the facilities
- Consult with the Transportation Manager pertaining to the transportation needs to ensure a smooth safe and efficient operation
- Performs other duties as assigned by the CFO

## **QUALIFICATIONS**

- Formal education and or experience in maintenance, facilities management or related field.
- Five to seven years of related experience is required, experience in an educational setting preferred.
- Proven management skills in the area of personnel, time, cost, quality, facility and property management.
- Expertise in and an aptitude for administration, management, construction, mechanical equipment, landscaping, computer usage, purchasing, supervision and general services.
- Excellent communication skills with entire school constituency, both written and spoken
- Strong organizational skills and ability to pivot to different projects
- Able to pick up on work related software systems (Maintenance Direct by SchoolDude preferred)
- Technology user skills sufficient to prepare reports in Excel and Word
- Ability to use basic office equipment
- Ability to calmly handle challenges and problem solve effectively.
- Must be personable and able to relate well to people.

## **SUPERVISOR AND DIRECT REPORTS**

The Director of Facilities reports to the Chief Financial Officer.

## **PHYSICAL DEMANDS**

Physical demands include dexterity for mechanical operation including but not limited to driving, writing, typing, using electronic devices, computers, phones, office machinery, tools, copy machines, printers etc. Walking, climbing, ascending/descending stairs, stooping, bending, reaching, carrying, lifting, pushing/pulling, reach above shoulder level and sitting or standing for extended periods of time are common. Ability to move continuously during work hours and ability to lift up to 50 pounds is required. Ability to withstand inside and outside environmental conditions.

## **OTHER INFORMATION**

Must be willing to work overtime, holidays, weekends and on-call as requested. This staff position is full time (12 month/37.5 hours per week) and benefits eligible. Normal hours are 7:30 a.m. to 3:30 p.m.

Competitive benefits commensurate with position such as, tuition remission, housing benefits, excellent health and dental benefits and a competitive salary.

This position description is not all-inclusive, as other tasks or responsibilities may be assigned.

**Interested candidates should contact**

**Jennifer Hiltwine, CFO**

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