

**Trinity Episcopal School
Job Description**

Job Title: Facilities Director
Department: Business
Reports To: CFO
Classification: Fulltime, Exempt (12 months)
Updated: January, 2022

SUMMARY

The Facilities Director is responsible for stewarding the physical plant and land resources in accordance with Trinity's strategic initiatives/priorities and the comprehensive plant maintenance and long-term financial plan. The Director of Facilities maintains oversight over the school campus of 4 acres with 111,246 square feet of facilities in two main buildings; supervises 4 staff and multiple plant, custodial and grounds maintenance vendor contracts. Plans for future needs and utilizes industry preventive maintenance best practices to reasonably extend plant life. Maintains the emergency response plan for the school. Other key areas of responsibility include security, safety, emergency response planning and oversight of all construction and capital improvement projects.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill, and/or ability required. A facility management certification and advanced HVAC knowledge is highly desired.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Other duties may be assigned)

- Hire, supervise and develop all buildings, grounds, custodial, and maintenance (collectively "buildings and grounds") personnel.
- Schedule, monitor, build and maintain relationships with contractors.
- Ensure regular maintenance and upkeep of all school facilities as well as school-owned properties via the supervision of staff and contractors.
- Organizes and implements a program of preventative maintenance and summer projects.
- Manage all buildings and grounds contracts, including those related to capital improvement/major construction projects.
- Adept at sourcing vendors from a diversity/equity/inclusion perspective.
- Oversee all budgets related to physical plant, including those for facilities/grounds maintenance, utilities and security, transportation.
- Create and oversee an on-going facility staff training program.
- Lead compliance efforts regarding local, state, and federal regulations.
- Manage facilities-related logistics for campus events and rentals.
- Create and maintain facilities and grounds related policies and procedures as well as ensure appropriate compliance by both staff and contractors.
- Serve as the main point of contact for facilities-related concerns.

- Works as staff liaison to the following
 - Safety and Security Committee.
 - Health, Safety, Building and Grounds Committee.
 - FLIK kitchen contract along with the CFO
- Maintains and updates the school emergency response plan.
- Interfaces with the IT Manager to ensure necessary infrastructure support for IT systems.
- Perform other duties assigned.

KNOWLEDGE, ABILITIES, AND SKILLS

- Tactful, skillful oral and written communicator.
- Professional demeanor across a variety of settings and audiences.
- Understanding of facilities systems, such as mechanical, electrical, and HVAC.
- Knowledge of standard practices, materials, tools, and terminology of facilities trades, such as carpentry, masonry, grounds/landscaping, and housekeeping.
- Adept at personnel management and complex projects, but also willing/able to lead by example and to perform routine maintenance tasks and use basic equipment, machinery, tools, and materials as needed. Builds strong relationships with team members.
- Computer proficiency to include use of Google Applications (or equivalent knowledge to support transition to Google Applications), VOIP management and computerized facilities management systems.
- A high level of integrity, curiosity and warmth, an optimistic orientation to life, a strong work ethic and a good sense of humor.
- Familiarity with and a commitment to the mission of independent schools and Trinity Episcopal School, and a commitment to our core values of scholarship, diversity, spirituality, honor and integrity is a must.
- A love for children and a willingness to go above and beyond in the best interests of students.
- Demonstrated sensitivity to students, alumni and alumni families, faculty and staff of varying racial, ethnic, religious, gender, cultural, disability, sexual orientation and socioeconomic backgrounds.
- Communicates with his/her team, demonstrating initiative and always doing his/her best as an individual and as part of that team. Ability to communicate in Spanish is desirable.

WORKING CONDITIONS

- Works various/flexible hours as needed including evening and weekend hours.
 - Must be willing to be on-call 24 hours a day (evenings, weekends, holidays)
 - May be exposed to inclement weather.
 - Exposure to a variety of cleaning chemicals.
 - Operates a variety of tools and power equipment.
 - Ability to walk, stand, maintain balance, climb ladders to 12 feet, crouch, lift and carry up to 50 pounds, bend, stoop garbage and reach above shoulder level on a routine basis.
 - Moderate levels of stress related to time constraints and hazards of the job.
- Interested applicants should apply directly via the school's website at www.tesCharlotte.org/careers.