

Job Description

Director of Facilities

OVERVIEW

Charlotte Preparatory School, a PK-8 independent school in South Charlotte, seeks a Director of Facilities. Reporting to the Director of Finance and Operations, the Director of Facilities is responsible for the maintenance and upkeep of school buildings and grounds. This is a full-time twelve-month position with a spring 2024 start date.

Charlotte Preparatory School is committed to sustaining a professional, inclusive, and collaborative environment where diversity in thought and culture is welcomed. The School is dedicated to the goal of building a culturally diverse faculty and staff committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.

AREAS OF RESPONSIBILITY

- Oversee all maintenance, custodial, and grounds work
- Supervise contracted janitorial services
- Oversee all repair and construction projects, working with and around school schedules and minimizing operational impact
- Schedule and oversee the regular and proactive maintenance of HVAC systems, electrical, plumbing, water, finishes, school vehicles, sewer, indoor and outdoor lighting, roofing, and other facility systems
- Work with the Director of Finance and Operations to create and oversee a multi-year facilities maintenance plan detailing the life spans of facility components
- Oversee the timely completion of maintenance requests
- Participate in the strategic development and maintenance of the campus, e.g. master planning, energy management, etc.
- Ensure all building, janitorial, and maintenance materials are used and stored safely.
- Select and supervise 3rd party maintenance contractors and manage fulfillment of their work, including quality control
- Work with the Director of Safety and Security to ensure all facility safety systems are in good working order and well-maintained
- Oversee and manage building and grounds staff, including hiring, scheduling, training, and evaluation
- Ensure compliance with federal, state, and local government regulations and codes
- Develop and maintain strong relationships with outside vendors and contractors
- Create an annual list of capital facilities projects and budgets, coordinated with the Head of School and Director of Finance and Operations
- Oversee emergency facilities support as needed, including after-hours and weekends
- Oversee maintenance and janitorial services for school events, ensuring these are properly staffed and executed
- Schedule and document periodic compliance inspections
- Oversee the identification, purchase, and inventory of supplies and equipment for the operation and maintenance of buildings and grounds
- Ensure campus grounds receive seasonal beautification upkeep

- Work closely with the Director of Finance and Operations to manage critical documents, including filing and retention of warranties, repair records, contracts, utility location information, inspection reports, certifications, and other compliance reports
- Maintaining complete records, diagrams, surveys, and maps of school buildings, grounds, and utility systems

DESIRED EXPERIENCE AND QUALIFICATIONS

- Bachelor's degree in a related field or trade school training
- Demonstrated working knowledge of plumbing, HVAC, carpentry, electrical, custodial, and painting trades; licensed in a trade highly desirable
- Proven personnel and contractor management experience with aptitude to judge the quality of performance in all major trades and prior experience in at least one major trade
- At least 10 years of related work experience is required, preferably in a school or non-profit setting
- Knowledge of local, county, and regional code requirements, regulations, and laws
- Demonstrated working knowledge of plumbing, HVAC, carpentry, electrical, custodial, and painting trades
- Excellent organizational and project management skills
- Desire to work in a school for children and be a relatable and positive member of the school community
- Strong written and oral communication skills
- Strong computer and digital work tools. Ability to create and use database and reporting tools, CMMS systems, and digital utility systems
- Valid driver's license and safe driving record
- Mature, dependable, proactive
- Ability to complete job duties that require lifting, climbing, etc and work outside in hot and cold conditions

APPLICATION

Send a resume, letter of interest, and list of three references to Christie Cole, Executive Assistant to the Head of the School and School Operations Manager, at ccole@charlotteprep.org. Charlotte Preparatory School offers competitive salaries and benefits, including medical, dental, and vision insurance; contributions to retirement plan; free lunch; ample vacation and time off; and a pleasant working environment.

Charlotte Preparatory School does not discriminate on the basis of race, religion, color, national or ethnic origin, or any other legally protected classification applicable to Charlotte Preparatory School in administration of its educational policies, employment policies, admissions policies, financial aid, athletic and other school-administered programs. Candidates from diverse cultural and ethnic backgrounds are strongly encouraged to apply.