



HEATHWOOD HALL

70 YEARS *of* EXCELLENCE

Assistant Director of Facilities

POSITION SUMMARY

Heathwood Hall Episcopal School is seeking an assistant director for its Physical Plant functions. This position will offer support and leadership in the afternoon and evening related to custodial, security, and maintenance operations, and support for the grounds team as requested. This full-time, benefits eligible position is salaried and exempt, and reports to the Director of Facilities and Transportation Operations.

The Assistant Director is supported by an administrative assistant and experienced employees, and interacts with different constituencies including students, parents, employees at many levels, Board members, vendors and visitors.

ESSENTIAL DUTIES AND SKILLS REQUIRED

- Requires excellent attention to organization and detail, customer service and communication skills, the ability to successfully multi-task, as well as experience managing a variety of personnel.
- Ability to communicate professionally via email, phone, and in-person with a wide variety of people.
- Ensure leadership and coverage in the absence of the Director of Facilities Operations. Share evening/weekend call with the Director of Facilities Operations.
- Train, supervise and evaluate in-house afternoon/evening custodial staff. Oversee afternoon/evening outsourced custodial staffs.
- Respond to and effectively utilize afternoon/evening staff to address emergent maintenance or other issues (fire alarm, power outage, HVAC, plumbing, minor repairs, etc.).
- With the direction of the Director of Facilities Operations, help plan for and work on maintenance projects around campus.
- Provide support to afternoon grounds crew, as requested.
- Provide support/oversight to gate guard and any hired evening security personnel. Assist Director of Facilities Operations with plans for securing the buildings and campus.
- Assist with set ups/break down for school events, programs and rental of facilities.
- Proficiency with MS Excel, Word, and email is expected.

EDUCATION AND/OR EXPERIENCE

- College or trade school degree, or equivalent experience required, preferably in one of the following disciplines: Construction Management, Civil Engineering, or Mechanical Engineering. A professional license in one or more job-related areas is preferred.
- Three years of related experience is required, five is preferred.
- Proven management skills in the area of personnel, time, quality, facility and property management.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS/SCHEDULE

- Work indoors and outside in hot or cold conditions for extended periods of time.
- Work in wide variety of environments as found in all areas of the school. May be exposed to odors, dust, wetness, sun, heat, humidity, heights, vibrations and noise.
- Frequently required to lift equipment and materials, some weighing 50 pounds or more.
- Must be able to crawl, climb, balance, twist, turn, stoop, kneel, crouch, lift, carry, push, pull, and reach in completing a variety of job duties.
- Most days are noon to 8:30 pm, including a 30-minute break for lunch.

A FINAL NOTE

Heathwood Hall Episcopal School believes that each employee makes a significant contribution to its success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

To apply for this position, please submit resume, list of references and a cover letter to:

Heathwood Hall Episcopal School
Jeff Poston
Director of Facilities Operations and Transportation
Email: jposton@heathwood.org

Review of resumes will begin immediately and continue until the position is filled.

NO PHONE CALLS, PLEASE.

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Heathwood Hall Episcopal School is an affirmative action/equal opportunity employer. Heathwood Hall Episcopal School participates in E-Verify, as mandated by South Carolina law. This position will require a Criminal Background Check.