

## **Director of Facilities Operations**

### **POSITION SUMMARY**

Heathwood Hall Episcopal School is seeking a director for its Physical Plant and Transportation functions. The ideal candidate will have demonstrated success in the leadership of a diverse team, as well as experience with strategic and operational planning for facilities departmental support of a growing entity. The candidate is expected to have strong communication skills that professionally represent Heathwood's mission of service to others and technical expertise to proficiently lead and support the operations of the school. Heathwood's commitment to excellence will require the candidate to be flexible and dedicated to the upkeep of all aspects of the physical location where children and adults work and play. Swift response times to emergencies, creativity in problem solving, and a positive attitude are very important skills for the candidate to possess.

The Director of Facilities Operations directs, coordinates, supervises, evaluates, and plans for the school's facilities needs and its transportation fleet. The position interacts with many constituencies including students, parents, employees at different levels, Board members, vendors and visitors. The Director of Facilities Operations is supported by an Assistant Director, an administrative assistant, Facilities Operations team leaders, and experienced employees. This is a full time, benefits eligible, and exempt position.

### **ESSENTIAL DUTIES AND SKILLS REQUIRED**

- Leadership, excellent attention to organization and detail, customer service and communication skills, the ability to successfully multi-task, as well as experience managing diverse teams of personnel.
- Professional, frequent communication via email, phone, and in-person.
- Evaluation of manpower and equipment needs for the facilities and transportation departments. Organize, schedule, hire, train, supervise and evaluate maintenance, grounds, custodial and transportation staffs and seasonal workers for summer projects.
- Supervision of building and paved area maintenance, to include regular preventive and required maintenance and minor repairs on mechanical, electrical, plumbing, HVAC, fire systems, school vehicles and other equipment. Oversee inspections of all building systems as needed (boiler, fire alarms, elevator, etc.).
- Evaluate bids, coordinate contractors, and provide oversight for larger, in-house projects. Assist architects, contractors, and other service providers for campus construction projects.
- Review and manage security, HVAC control, custodial, field maintenance, pest control, and other contracts with service providers.
- Ensure campus protection through security protocols (locked doors, security guard rounding, lighting, cameras, etc.).
- Evaluate and direct all grounds maintenance, including athletic fields and gardens, and oversee regular cleaning and painting projects, including special summer projects.
- Supervise and inspect custodial services provided by in-house employees and contracted service providers. Provide appropriate supplies and equipment for the custodians.
- Supervise coordination of set ups/clean ups for school activities, events, programs and rental of facilities.
- Manage the vehicle fleet to include driver hiring, scheduling, service, vehicle purchasing and compliance with state and federal laws and insurance best practices.

- Coordinate the response to urgent issues (unexpected roof leaks, power failure, plumbing malfunction, etc.). Share evening/weekend emergency call with the Assistant Director of Facilities Operations.
- Manage the budgets designated for Facilities and Transportation.
- Proficiency with MS Excel, Word, email and database software 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.
- Five years of related experience is required.
- Proven management skills in the area of personnel, time, budget, 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 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 6:30 am to 3:00 pm, including a 30-minute break for lunch. Occasional evening, weekend, or early morning work may be required.

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

Heathwood Hall Episcopal School  
Liz Summers  
Director of Finance and Operations  
Email: lsummers@heathwood.org

#### ***NO PHONE CALLS, PLEASE.***

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

Heathwood Hall Episcopal School believes that each employee makes a significant contribution to its success, and that contribution should not be limited by the employee's assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or 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 the school's endeavors.

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 background and reference check.