

Facilities and Transportation Director

Summary

The Facilities and Transportation Director will be responsible for handling both day- to- day facility operational needs and regular support of event and project-based work. Support will also be provided for outdoor and landscape maintenance as needed.

Education/Certification: High School Diploma or equivalent; Bachelor's degree preferred
Preferred: Electrical, HVAC, plumbing experience a plus

Responsibilities

Facility operations support

- Perform daily walkthroughs of campus to ensure safety and cleanliness of all areas.
- Diagnose and fix maintenance issues as they arise.
- Act as the district representative with support vendors who are on campus to work on maintenance and facility issues.
- Act as a backup for custodial duties as needed throughout the day.
- Develop and implement daily and long-term facilities management program.
- Conduct and document regular facilities inspections, ensuring safety inspections from external organizations are current.
- Establish and review facilities-related service contracts.
- Oversee facility refurbishment and renovations.
- Ensure facilities expenses stay within budget.
- Provide advice to the school's leadership team on matters of importance in operations.
- IPM & Asbestos Certification

Event setup and support

- Work with school staff to prepare for and setup events throughout the year.
- Handle chairs, stage and other event equipment setup, teardown and storage.
- May be required to attend events as needed to provide support.
- Act as a representative to other groups using our facilities for approved events.
- Act as liaison with vendors providing event equipment for school events.

Landscape and outdoor maintenance

- Perform daily walkthrough of outdoor spaces to ensure safety and cleanliness.
- Make use of the school's landscaping tools and equipment to keep campus clean, safe and functioning.
- Work with contracted landscape and facilities vendors to ensure the school's needs are being met and issues are being resolved as per contracts.
- Act as the districts liaison to contact necessary support vendors when issues arise that cannot be resolved in-house.
- Provide as-needed backup maintenance and custodial assistance when issues arise.

Transportation support

- Ensure school vehicles are properly maintained.
- Coordinate the school transportation system, including daily bus service, as well as requests from staff for the school's residential program, field trips, outdoor trips and athletics.
- Ensure transportation expenses stay within budget.
- Must obtain CDL with endorsements.

Skills and Experience

Preferred candidates will have the following skills and experience:

- Proactive problem solver with a strong sense of initiative and personal responsibility
- Exceptional prioritization skills
- Experience spending resources responsibly and minimizing expenses
- Excellent interpersonal skills and ability to work with others.
- Ability to multi-task and be flexible with priorities
- Strong organizational skills
- Strong interpersonal and communication skills
- The ability to understand and coordinate long and short term projects
- Ability to work on ladders up to 14 feet above floor surface
- Moving and lifting equipment weighing up to 75 lbs.
- Skill set to complete maintenance projects around campus
- Ability to operate small maintenance and landscape tools including vacuum cleaners, carpet extractors, lawnmowers and trimmers
- Pushing heavy equipment carts both indoor and out
- Must possess a valid driver's license
- Must pass a comprehensive background check