

SMCHS is seeking a Director of Facilities Management

Position Summary: The Department of Facilities Management is committed to developing and maintaining a safe learning and working environment for our school community. The Department is responsible for the planning, construction, maintenance, and operations of all facilities and grounds. The department has a staff of approximately twenty employees under the supervision of the Director who manages the daily and long-term responsibilities.

Duties include but are not limited to:

- Direct management and supervision of the following positions:
 - Program Manager
 - Transportation and Facilities Coordinator
 - Day Supervisor and Night Supervisor
 - Facilities Management Assistant
- 1. Indirect management and supervision of facilities maintenance workers and custodians
- 2. Actively manage, supervise, direct, schedule, and assign tasks needed to manage, inspect, and maintain all grounds keeping, lighting, plumbing, electrical, and structural designs.
- 3. Manage the approved facilities maintenance budget
- 4. Update and maintain the ongoing Preventative Deferred Maintenance Program.
- 5. Monitor the Central Plant and responsible for the scheduling the AC for the campus
- 6. Implement, supervise, and sign-off on all subcontractor assigned work.
- 7. Recognize/diagnose problem areas and repair/solve the problem, as well as to train/teach the maintenance and custodial staff how to improve their skills by hands-on training.
- 8. Arrange quarterly on-the-job training for staff.
- 9. Develop a professional relationship and liaison with Contractors and City Officials.
- 10. Serve as the Safety Officer for the School. Report, inspect, repair safety hazards, suspicious activities, incidents, accidents, and other security related situations.
- 11. Respond to all campus emergencies related to Plant, facilities, and alarms.
- 12. Serve as the Chair of the Facilities Management Board.
- 13. Serve as a member on the Executive Safety Committee (IIPP).

Working Conditions:

- Working environment includes indoor and outdoor environment on the school grounds including exposure to inclement weather.
- Extensive contact with the public.
- Job functions may require prolonged periods of sitting or standing; walking on uneven ground; climbing stairs; climbing ladders; performing heavy manual labor; lifting and carrying 25 to 50 pounds; operating motorized equipment.

Qualifications: Bachelor's Degree with a minimum of 3 to 5 years' experience in the maintenance and management fields including a minimum of 2 years' experience in a supervisory capacity.

Desired Qualifications:

- Education and/or practical experience reading and using plans.
- Practical experience successfully implementing a Preventative Maintenance Program.
- Proactively developed a short term and long term needs assessment.
- Practical experience as on-site liaison to Contractors and City.
- Experience and understanding of “trade” relationships.

Interested candidates must submit a resume and a SMCHS Classified Application (application can be found at www.smhs.org) to:

Pat Mollica, Director of Human Resources
mollicap@smhs.org

Candidates who do not submit both a resume and application will not be considered employment.

SMCHS is an Equal Opportunity Employer