

# **Oak Hill School**

## **Director of Facilities**

**Oak Hill School is currently seeking applications for a Director of Facilities. This full time salaried position leads our facilities division and proactively maintains our 72-acre campus, buildings and outdoor instructional areas.**

**To apply please send a letter of interest, resume and three professional references to [bsprague@oakhillschool.net](mailto:bsprague@oakhillschool.net)**

### **Position Summary:**

The Director of Facilities leads school facilities services, overseeing the areas of facility maintenance and renovations on 72 acres of grounds and landscaping, custodial services, transportation programs, construction and special projects.

The Director of Facilities also serves as the local OSHA and emergency management coordinator and leads the safety committee on campus.

### **Duties & Responsibilities:**

#### **Principal Responsibilities:**

- Provide proactive leadership, supervision and support for the maintenance, preventative maintenance, landscaping, building, electrical, water and similar systems and custodial needs of campus. Set standards and ensure quality control. Encourage professional development of staff through training, goal setting and performance reviews. Select and hire temporary employees as needed.
- Protect, maintain and enhance the facilities and related assets of Oak Hill in a safe and efficient manner including buildings, grounds, furniture, fixtures, fire safety and security equipment, and maintenance equipment and supplies. Safeguard related plans and business documents.
- Coordinate and proactively schedule routine, preventative maintenance and summer projects. Provide operational support to Oak Hill faculty, staff and parents for ongoing activities and

special events. Maintain the School's detailed deferred maintenance schedule on a routine basis.

- Directly perform day to day maintenance, grounds maintenance, and facility repair insuring campus is kept in good condition at all times.
- Stay abreast of the changing needs of Oak Hill's curricular, extracurricular and summer programs in order to respond in a timely fashion to any necessary changes in Oakhill Facilities services.
- Work closely with Business Office to coordinate, schedule and manage rental of facilities and grounds.
- Jointly with the Chief Financial Officer, develop operating and capital budgets for facilities, including annual, long term and project budgets. Responsible for cost and budget control; maintain records of all expenditures and provide regular reports to the Chief Financial Officer.
- Maintain financially conscientious procedures when purchasing and negotiating with vendors to ensure the lowest price with the best quality.
- Responsible for purchasing and inventory of equipment and supplies for maintenance, grounds, security, custodial, and transportation areas. Maintain adequate inventory of all necessary supplies and parts.
- Solicit bids for, evaluate and recommend outside contractors and monitor their performance. Coordinate with outside vendors such as flooring contractors, cleaning companies, septic and heating contracts, etc.
- In conjunction with the Director of Finance & Administration act as a resource for the Board of Trustees and its sub-committees, providing reports on all areas of facilities bringing technical expertise, advice and experience in building and grounds management, planned maintenance, energy management and maximizing the use of the facilities.
- Takes on additional projects or responsibilities, as the Director of Finance and Operations or Head of School deems appropriate.

#### **Environmental and Safety Responsibilities:**

- Responsible for code compliance programs, including facilities management, OSHA, , water testing, soils, paints; air quality, hazardous waste reduction, management, and disposal, radon and other health related issues.
- Ensure that the school is accessible and in compliance with the ADA or that reasonable accommodations have been provided when applicable.
- Develop staff training programs to ensure that Oak Hill remains in compliance with these regulations.
- Regularly inspect all work areas to ensure that no safety hazards exist.

- Develop and implement strategies to minimize property loss. Manage distribution and collection of keys. Coordinate fire safety alarms and equipment.
- Monitor the parking lots to enforce the speed limit, to alleviate parking problems, and to direct parking for special events.
- Perform related duties as required.

**Personnel Management:**

- Supervise staff, including but not limited to their training, professional development, discipline and evaluation.
- Coordinate custodial and maintenance work with the school's master calendar.
- Serve as the Oak Hill emergency coordinator, helping to develop procedures and protocols to deal with emergencies.
- Serve as liaison with outside vendors and contractors.
- Work closely with administrators and faculty to accommodate and facilitate their programmatic needs.
- Work closely, proactively and positively with the Oak Hill Naturalist to insure to the best of Oak Hill's ability green standards are addressed in the care of grounds on campus.
- Maintains a computerized control of work orders, oversees quality control and the timely and cost-effective execution of all work orders, including log books for all areas of facilities responsibilities.

**Knowledge & Skills:**

Knowledge of:

- Principles and practices of leadership, supervision and training, including periodic performance evaluations.
- Record-keeping techniques.
- Uniform Building Codes, Public Contract Codes, and State design criteria.
- Construction scheduling and cost estimating.
- Construction and maintenance techniques related to building and repair.
- Plumbing, heating, irrigation, septic and other trades skills relating to the ability to perform campus-wide maintenance.
- Utility regulatory methods, practices, rate structures, incentives and budgeting procedures.

- Operation of a computer and applicable Microsoft Office software applications.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.

**Physical Requirements and Work Environment:**

- Frequently lift up to 50 lbs. of supplies or equipment.
- Ability to crawl under or around furniture, fixtures or equipment to perform maintenance and repairs.
- Climb ladders and reach to perform tasks.
- Work indoors and outdoors in the heat and cold, dry and wet weather on a year-round basis.
- Ability to sit, stand, stoop or lift for extended periods of time on a daily basis.
- Ability to operate equipment including mower, tractor, landscape maintenance equipment, construction equipment, etc.

**Educational/License Requirements:**

**Education:**

- High School diploma with college or trade school degree (or equivalent experience), preferably in the area of construction management or facilities.
- Five to seven years in the maintenance/construction environment with supervisory experience required or equivalent.
- Two years experience in plumbing, electrical, carpentry, building maintenance or related duties.
- Positive attitude and excellent, proactive work ethic.
- Ability to work proactively and independently
- Superior organizational and communication skills, both written and verbal.
- Proficient in e-mail, word processing and Excel.
- Proven record of excellent customer service.

**License:**

- A valid and appropriate Oregon Driver's License with insurable driving record.

- Ability to pass drug-screen and background check as required by Oak Hill School.

***Oak Hill is an Equal Opportunity Employer.***