

Presentation High School Director of Facilities

Presentation High School, located in the heart of Silicon Valley, is seeking an experienced Director of Facilities for a full-time position starting on or Before June 1, 2021.

Full-time/Part-time: Full-time

Classification: Exempt

Reports to: President

Supervises: Buildings and Grounds Facilities Assistant, Janitors, Maintenance Staff, Groundskeeping Staff, custodial contractors, etc.

Position Summary

The Director of Facilities assumes the responsibilities and duties to provide the management and direction necessary in the areas of building and custodial maintenance and planning, security, plant operations, landscaping, and event support to maintain the school's buildings, facilities, and grounds. The role reports to the President, collaborates closely with the Finance Director, and is a member of the President's Institutional Leadership Team.

Duties and Specific Responsibilities

1. Provide and maintain a safe, clean, and healthy environment for the students and staff of the school
2. Plan, manage and direct all phases of the facilities operations and implementation of all Facilities projects.
3. Supervise all maintenance, grounds, and contract personnel
4. Oversee the maintenance, repair, and safety of the buildings which includes work with contracted construction managers to maintain safety conditions at all times
5. Plan and implement maintenance and renovation of buildings and grounds which includes preparation of all bids and quotations for contracted work, equipment, and supplies
6. Plan and manage campus security which includes: Oversight of the contracted security service provider, management of CyberKeys and Access program to include assignment, distribution, and control of keys and facility access. Programming and use of Building Management Systems and Software.
7. Key collaborator in the emergency planning and management process
8. Maintain an inventory of all equipment and drawings, plans, manuals, and warranties in an organized and accessible manner
9. Monitor the planning, department budgeting, receipt, maintenance, and replacement of capital equipment
10. Purchase all necessary building, grounds, and custodial supplies and equipment
11. Coordinate set-ups for both school and approved outside users in collaboration with Administration and program directors
12. Manage the scheduling and use of all facilities
13. Serve as the neighborhood coordinator, liaising with neighbors as needed
14. Issue reports to the Board and administration as requested
15. Coordinate use of the facility by internal and external groups in accordance with the facility use policies and procedures
16. Manage and monitor campus and off-site parking
17. Annually conduct an asset inventory and evaluate building and equipment condition
18. Monitor all facility work to ensure compliance with CalOSHA standards, building and fire codes, maintain IIPP and health and safety. Chair Safety Committee, coordinate meetings as required.
19. Lead major capital projects as an essential member of the project management team
20. Provide and maintain a working knowledge of any current and ongoing certificates, registrations, licenses, and other documents and support administration of the insurance program
21. Other duties as assigned

Education & Experience

- BA or BS or equivalent experience on a year for year basis preferred.
- 5-7 years experience managing mid to large-size workplace facility, preferably at a school, required.

Knowledge, Skills, and Abilities

- Total resonance with the mission, vision, and values of Presentation High School and the Catholic education tradition including a demonstrated commitment to diversity, equity, and inclusion
- A self-starter and team player with a sense of urgency who is driven to learn and continually identify and determine the cause of problems, seek ways to improve professional skills and programs,
- Develops and present recommendations for modernization of internal systems, and best practice implementation
- Hiring, evaluating, managing, and motivating subordinate staff
- Demonstrate complete integrity and inspire trust in order to effectively establish and maintain cooperative working relationships within a diverse, multicultural environment and promote and contribute to an inclusive and respectful workplace
- Strong interpersonal skills to communicate effectively with a wide-ranging audience, including leadership, faculty/staff, alumnae, parents, volunteers, media, and external stakeholders
- Knowledge of pool maintenance and management
- Knowledge of Cogeneration plants (Tecogen)
- Facility Management Software, CMMS Systems
- Security planning and management
- Bidding and estimating projects, drafting RFP's, drafting and reviewing contracts and agreements.
- Emergency response planning and management (Incident Command Structure)
- Managing, reporting, and compliance as needed for small hazardous waste generation and disposal

Physical Demands

The physical demands described below represent those that must be met by an employee to successfully perform the essential functions of this job. In accordance with the Americans with Disabilities Act, as amended, the California Fair Employment & Housing Act, and all other applicable laws, Presentation High School provides reasonable accommodations for qualified persons with disabilities. A qualified individual is a person who meets the skill, experience, education, or other requirements of the position and who can perform the essential functions of the position with or without reasonable accommodation.

The Facilities Manager must be able to

- lift and/or carry moderate weight (40 pounds)
- sit, stand, walk, climb stairs or ladder, reach, perform repetitive hand motions, hear, speak
- considerable time is spent at a desk using a computer terminal.
- prolonged and irregular work hours
- work with frequent interruptions

Work Environment

Inside and outside environment. Climbs ladders, work in high places, work in cramped quarters and under and on buildings. Work in inclement weather. Demanding physical conditions. Must be able to work with potentially hazardous materials in a safe manner and safely perform required duties in potentially hazardous environments.

EEO Statement

Presentation High School is an Equal Opportunity/Affirmative Action employer committed to excellence through diversity and inclusion. In this spirit, particularly welcomes applications from women, persons of color, and members of historically underrepresented groups. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity or expression, age, status as a protected veteran, status as a qualified individual with a disability, or other protected category under applicable law. The school will provide reasonable accommodations to individuals with a disability.

Application Process

Interested applicants are asked to download the appropriate application at [Presentation Employment Opportunities](#). Complete the application and email your application, a letter of interest/cover letter, resume, and contact list of three professional references to employment@presentationhs.org. Qualified applicants will be contacted regarding the next steps.