



Position Description: Facilities Director

Position Summary:

The Facilities Director is responsible for maintaining the operations, upkeep and safety of all campus buildings and grounds, as well as the implementation of the campus security plan. The Director both performs and supervises tasks related to HVAC, electrical, plumbing, security, environmental, safety, custodial and event support. This full-time position reports to the Chief Business Officer and supports campus-wide faculty and staff.

Essential Functions:

- **Maintenance:** Independently completes small repairs and maintenance, where possible, while maintaining a deep understanding of all campus facility systems. Manages required contractors for the maintenance of campus buildings and equipment including but not limited to HVAC, plumbing, electrical, roofing, landscaping, custodial and security of the school. Seeks to find the most economical, but appropriate solutions for campus needs.
- **Tracking:** Implements/utilizes an electronic work-order system. Maintains accurate records of all maintenance repairs.
- **Planning and Budgeting:** Develops long and short-range maintenance plans/programs to inform budgeting and ensure efficient/effective use of school resources.
- **Safety and Crisis Management:** Ensures all facilities meet state/local building code and safety ordinance requirements. Oversees facility safety/security equipment and schedules/completes necessary testing/campus drills as required. In collaboration with school Administration, develops, updates and implements the Crisis Management Program.
- **Emergencies:** Serves as the first emergency point of contact for all calls from fire and security monitoring stations on a 24-7 basis, which may occasionally require evening and weekend work.
- **Security:** Provides a physical security presence by routinely walking the school perimeter, school grounds, and school buildings. Ensures compliance and implementation of security policies as they relate to campus facilities.
- **Event Support:** Directs and supports set-up and take-down for meetings and special events, which may occasionally require evening and weekend work.
- **Volunteer Efforts:** Develops, oversees and may assist teams of volunteers providing campus maintenance services such as cleaning, painting, and landscaping.
- **Culture and Attitude:** Promotes a positive attitude about Veritas School with employees, vendors, families and volunteers. Adheres to all Veritas staff policies.

Qualifications:

- An established and maturing Christian faith.
- Capable skills and knowledge of facility maintenance and repair.
- Flexibility, creativity, and resourcefulness in addressing campus needs.
- Strong attention to detail, organization.

- Ability to leverage computer/electronic solutions to drive efficiency.
- Clear, concise, and timely in both oral and written communication.
- A servant's heart toward students, colleagues and school community.

Preferred Experience:

- Certified experience in one or more of the following building trades: HVAC, plumbing, electrical, carpentry.
- 5+ years' experience in any combination of facility management, construction, maintenance, operations, building inspection, or project planning in critical environments.
- Experience with building codes and operation of fire and life safety systems.
- Experience with developing and implementing a preventative maintenance program.
- Experience with financial/budget oversight.
- Experience with developing/utilizing an electronic work-order and/or maintenance tracking system.
- Working experience with PC and software applications such as Microsoft Word and Excel.