



## Academy of Our Lady of Peace Director of Facilities Job Description

### Position Overview:

The Director of Facilities models the highest standards of professional and collegial conduct in support of the mission of Academy of our Lady of Peace (OLP) and the charism of “Unifying Love” from the founding order, the Sisters of St. Joseph of Carondelet (CSJ).

Under the administrative direction of the Head of School, plans, coordinates and manages campus-wide construction of new facilities and modification of existing facilities; conducts needs assessments and develops and maintains a long-range facilities master plan for the school; plans and oversees professional services contract work; manages hard costs and soft costs. Oversees campus facilities infrastructure, personnel and health and wellness program.

### Essential Functions

*These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

### Leadership

- Support and participate in all aspects of the school’s strategic planning processes; oversee the fulfillment of strategic plan benchmarks.
- Act as staff liaison to the board in respect to the position; attend board committee and Board of Directors meetings as required by the Head of School.
- Serve as a member of the school’s Executive Leadership Team.
- Plan, direct, and coordinate the maintenance and operations of physical plant; including, building maintenance and operations, campus health and safety, custodial services, outsourced food service, grounds and landscaping maintenance, student transportation and campus events.
- Establish and maintain rapport with parents, faculty, staff, and others interested in the continued development and growth of the campus and school.
- Oversee compliance of Federal, State and Local Environmental health and Safety jurisdictions.
- Oversee development of policy for hazardous material acquisition, storage, spill, and disposal.
- Management of OLP student transport program.
- Recommend employment, transfer, promotion, or termination of personnel assigned to the operations of school facilities.
- Work collaboratively with a diverse group of people creating an open and inclusive environment.

### Capital Projects

- Plans, organizes, leads, and monitors the activities and operations of assigned construction projects; coordinates and develops construction, modernization, alteration, relocation, and other capital outlay projects; and prepares construction specifications and cost estimates as appropriate.
- Develops and administers contracts for construction and modernization projects; recommends and develops “requests for proposals” for hiring architects, engineers, inspectors, and other experts; prepares and develops plans and specifications for

repairs, alterations or additions to buildings for bid by outside contractors; and negotiates contract changes as needed.

- Coordinates the work of stakeholder committees and the design process; provides input and recommendations related to the design and specifications of construction and modernization projects.
- Responsible for oversight of the architectural planning, engineering, and construction of OLP facilities in partnership with appropriately identified experts.
- Attends construction meetings, monitors and inspects progress at modernization/construction sites, and certifies work progress.

### **Site Services Management**

- Determine and direct needed maintenance or repairs to buildings, grounds and equipment.
- Monitor the faculty's management of classroom facilities.
- In partnership with the Director of Technology, coordinate any school wide technology upgrades or purchases.
- Work in cooperation with program directors to ensure program needs are met.
- Approve and manage in consultation with appropriate program directors the rental/use of school facilities by other civic or community organizations.
- Utilizing identified software to coordinate internal rental of facilities, and all events set-up.
- Direct the energy management program for the school and make provisions for the same.
- Coordinate and maintain the use of school vehicles including the procurement of any additional vehicles needed for school related activities.
- Control the issuance and records of keys to all school personnel.
- Continually research ways to maintain and upgrade the historical school facilities.

### **Safety and Security**

- Coordinate and oversee all school safety and security measures.
- Coordinate the school's emergency and safety plans in consultation with members of the Executive Leadership Team, faculty and staff.
- Conduct annual safety and evacuation training for faculty, staff and students in partnership with local first responders.
- Coordinate the school's fire alarm systems for all buildings and grounds including annual inspections.
- Coordinate with outsourced security vendors as additional security and safety is needed for schoolwide events and activities.
- Maintain the school's traffic control plans in compliance with the existing school CUP.

### **Financial, Insurance and Government Compliance**

- Ensure compliance with SB 198, Injury and Illness Prevention Program, along with all OSHA requirements.
- Ensure adequate insurance coverage for all buildings and their contents in partnership with the Director of Finance.
- Prepare bid proposals for new equipment purchases and service contracts.
- Plan with the leadership team, particularly with the Head of School, the short term and long term capital improvement needs of the school facilities.
- Prepare and manage the school maintenance and plant operations budgets in consultation with the Director of Finance.
- Prepares and files all necessary reports required by government and city agencies, and ensures compliance with local, state and federal mandates related to facilities and site service operations.
- Other duties as necessary to meet the demands of the position.

**Health and Wellness**

- Oversee the COVID state compliance requirements as it impacts site safety and regulatory procedures.
- Management and oversight for the Administrative Assistant and COVID Lead as it pertains to COVID testing, COVID community communications, and articulation of current procedures.
- In partnership with the Head of School, Assistant Head of School and Director of Finance, identify, develop and deploy appropriate training for faculty and staff related to COVID, Bloodborne Pathogen, and other regulatory safety policies as applicable.

**Knowledge and Qualifications:**

The laws, regulations, programs, agencies, and processes governing school facilities acquisition and construction; school building needs, uses, and capacities; funding vehicles for school facilities; school and departmental budget and accounting practices; key practices, materials, processes, and timelines in the school construction process.

At least five years of progressively responsible facilities planning and construction experience, with emphasis on managing complex or multiple large-scale construction projects. This experience should include supervisory and school construction experience; familiarity with school facilities regulations and compliance to local, state and federal building and safety codes. A Bachelor's Degree in a related field and/or equivalent years in experience, with courses in facilities or urban planning, architecture, finance, or project management is highly desirable. A Master's degree is preferred. Background check and DMV clearances are required.

**Essential Physical and Mental Activities and Work Environment**

While the incumbent works primarily in an indoor office environment, they must travel to school and construction sites to inspect facilities or progress of work and walk around on uneven surfaces. They must be able to operate a computer and read computer screens and/or analyze blueprints, specifications, and printed regulations for long periods of time. They must also be able to make oral presentations to small and large groups; and occasionally attend after hours events and meetings. Must be available 24/7 to address and respond to school and/or campus emergency concerns. This job generally requires sitting, standing, walking, as well as, squatting, bending, reaching, and lifting up to 25lbs.

**This position reports directly to the Head of School.**