

Stevens Cooperative School

Position Description

Title: Interim Facilities Manager

Stevens Cooperative School, a 2s through 8th grade independent day school located in Hoboken and Jersey City, New Jersey, is seeking an Interim Facilities Manager to begin immediately. The Manager will be responsible for the maintenance, security, and physical condition of the school campus which is comprised of approximately 47,000 thousand square feet of indoor space. The Manager will be responsible for implementing industry best practices, improving the operations of the Department, working along side of facility staff, and ensuring the successful stewardship of the physical assets of the campus to improve the enjoyment of our buildings and campus by our faculty, staff, and students.

This is a hands on position. The Manager will be expected to work with facility staff and vendors to address the cleaning and preventative maintenance needs of our buildings, and to fulfill building and room requests generated by faculty, staff and administrators. This position requires a flexible work schedule to be able to properly supervise both day and evening staff, and requires a certain amount of weekend work.

The successful candidate will have at least five years of related management experience, strong working knowledge of various trades and building maintenance, exceptional attention to detail, willingness to work hands-on with facility staff on projects and building-related issues, the ability to manage building maintenance and repair projects and the costs associated with them, and a proven track record in the field.

Responsibilities

Facilities Management

- Plan, manage, and execute all activities of the department balancing the needs of the community within the context of the annual budget.
- Maintain integrity of the school's physical assets by overseeing planning, renewal, and general repair.
- Oversee the maintenance and upkeep of campus buildings, ensuring conditions for safe, clean and attractive operations.
- Coordinate purchasing of furniture and equipment related to the operation of the school.
- Facilitation of set-up, arrangement and technical equipment for a variety of activities.

- Prevention of system failures by planning, scheduling and overseeing routine preventative maintenance tasks on buildings, HVAC, water systems, fire suppression / safety systems
- Hire and manage the work of independent contractors and vendors including the solicitation, analysis, development, negotiation, and execution of contracts.
- Troubleshooting of any facility issues and hands-on repair and maintenance work as needed to support facility staff, and per facility requests that arise.

Budget Management

- Develop and manage annual facilities budget.

Regulatory

- Ensure compliance with local, state, and federal regulatory requirements, including work safety regulations. Oversee inspections of all building systems as needed for safety and compliance (boiler, fire alarms, fire safety equipment, asbestos management, water systems, etc.).

Staff Supervision & Hiring

- Supervise all department personnel in a manner that includes the staff's professional growth, accountability, teamwork, evaluation and scheduling.
- Hire staff and replace staff as needed.

Procedures and Organization

- Define and oversee policies and procedures to ensure thoughtful and effective documentation, management, and service of facilities and equipment. Organization of manual and electronic documents, files and records for the purpose of documenting inspection records, time sheets, work orders and requisitions, supplies, chemical storage, crisis management data, key controls, etc. for accountability and up-to-date reference.

Communication

- Ensure effective, constant communication of all maintenance, construction, and related projects and issues with all relevant community stakeholders. Demonstrate interest in proactive discussion and decision-making on facilities-related issues. Communication of status related to facilities requests by the constituents of the school and other parties to ensure clarity of need and accountability.

Board Involvement

- Lead administrator and liaison to the Space Committee. Make presentations to committees and to the Board of Trustees as needed.

Qualifications

The following are minimal requirements to be considered for this position:

- Five years of related technical work experience is required, ideally including experience in an educational setting. Related experience could entail construction, plant engineer, project management, or facility management, ideally in a multi-building campus setting like an independent school, college, or university.
- Proven personnel management skills and contractor management experience, with aptitude to judge quality of performance in all major technical trades and personal experience in at least one technical trade (carpentry, mechanical, electrical, structural).
- Technology user skills sufficient to prepare reports in Excel and Word.
- Proven ability to communicate and work effectively with a variety of members of the community, including teachers, administrators, trustees, parents, and students.
- Proven project management skills, including ability to navigate a project from concept to completion on a timely basis within budget, and respond quickly and effectively in times of emergency.
- Commitment to the institution's needs and willingness to respond 24/7/365 as is reasonable and necessary.
- Ability to identify quality performance in technical trades.
- The position requires an extensive amount of walking. The position may require lifting and carrying objects weighing greater than 50 pounds.

To Apply

Please send a resume and cover letter to Kristen Rugel at Kristen@stevenscoop.org. Please include "facilities manager" in the subject line.