

Facilities/Plant Operations Director

The Facilities Director is responsible for the daily preparation and safe operation of the school's facilities for students and staff. Reporting directly to the CFOO the facility director will also collaborate with other Administrators. The primary function of this position is the planning and executing of preventative and predictive maintenance for all of the school's equipment and other resources.

Duties and Responsibilities

- Creating and executing a formal preventative maintenance program
- Performing minor corrective/preventative maintenance on mechanical, electrical, and plumbing systems
- Performing minor carpenter repairs and improvements
- Maintaining material history records on all equipment and resources
- Preserving a collection of drawings of the building, its services, systems, and equipment manuals
- Participating in the selection and negotiation of contracted maintenance services
- Supervising contracted maintenance services to ensure all work completed is satisfactory
- Managing the supplies and equipment budget for the facilities of the school
- Coordinating with administrators to plan special events and then preparing the school for those events by setting up and breaking down chairs, tables, tents, signs, etc.,
- Performing housekeeping/janitorial tasks as needed during the normal school day
- Scheduling and keeping up-to-date with all inspections and permits required by outside agencies.
- Assisting with the planning and execution of the school's safety and security procedures
- Constantly assessing and recommending new ways of managing the school's facilities that reduce cost and improve efficiency, productivity, and safety
- Submitting written weekly reports to the CFOO on the status and progress of operations and facilities
- Other duties as assigned

Qualifications

- Demonstrated proficiency in Microsoft Office software (Word/Excel/Outlook)
- Strong, positive interpersonal and customer service orientation; ability to interact well with a wide variety of people including staff, students, and outside contractors

- Excellent oral and written communication skills
- Demonstrated ability to read and interpret technical drawings and service materials
- Demonstrated organizational, time management, and problem-solving skills
- Must be self-motivated and able to exercise sound judgment in prioritizing tasks that originate from numerous sources to meet various deadlines.

Work requirements

- Successful completion of criminal background checks and driving record audit
- CEFM certification required
- Availability to work some weekends and evenings
- Ability to lift up to 50lbs

Application Process

Interested candidates should submit their resume and cover letter to USjobs@goldaochacademy.org. Golda Och Academy offers a competitive benefits package, including health insurance, paid leave, retirement plan options, and other valuable programs.

Thank you for considering a career with Golda Och Academy!

Golda Och Academy is an inclusive community and makes all employment decisions without regard for an individual's race, creed, color, religion, national origin, nationality, sex, pregnancy, affectional or sexual orientation, gender identity or expression, age, veteran status, physical or mental disability (including AIDS and HIV related illness), genetic information, refusal to provide genetic information, refusal to submit to genetic testing, ancestry, familial status, marital status, domestic partnership status, civil union status, atypical cellular or blood trait, military service, application for military service, or any other basis protected by applicable law.

The School conducts pre-employment screening for all positions which includes a criminal background check, verification of work history, academic credentials, licenses, and certifications. Employment is contingent upon successful completion of the background check.

Eligible employees receive a competitive benefits package that includes health insurance coverage, paid leave and retirement plan options, and many other valuable programs.