



Director of Physical Plant & Facilities
2024-2025

FLSA: Exempt

IMMEDIATE SUPERVISOR:

Rector & Head of School

JOB SUMMARY:

The Director of Physical Plant & Facilities would be responsible for physical operations of the Church and School campus. This includes maintenance of the entire physical plant, including remodeling and new construction, vendor contracts, overall facilities supervision, as well as other business office responsibilities related to budgeting and maintaining databases and records of warranties and vendors. The duties are subject to change based on the performance and experience of the candidate.

QUALIFICATIONS:

Knowledge of

- Operations, services, and activities of a comprehensive facilities program
- The tools, materials, and methods and practices of the building trades; refrigeration, heating and air conditioning maintenance, electrical, plumbing, general construction, roofing, carpentry, among others
- Standard construction methods, terminology, materials, equipment, and practices
- Principles and practices of budget preparation and administration
- Project cost analysis principles and procedures
- Principles of supervision, training, and performance evaluations
- Local laws and regulations relation to construction and maintenance of facilities (Coral Gables, Pinecrest, Miami Inc., Miami-Dade County)
- Computers, inventory software, and facilities related application software and automated building systems
- Related database systems
- IT infrastructure

Additional qualities for a successful candidate

- Enthusiasm and excitement related to accomplishing a well-maintained campus
- Excellent communication skills, specific ability to communicate needs, listen to others, and connect with different constituencies to address their concerns and hopes for the facilities
- Ability and enthusiasm for effectively interacting with administration, faculty, Vestry, Board, parishioners and students
- Ability and enthusiasm for developing relationships with vendors and other outside providers, as well as city and county regulators to ensure quality maintenance and improvements of the campus
- Organized, and plans for and meets deadlines
- Takes initiative on facilities related projects and opportunities to ensure the best for the parish
- Self-starter
- High level to attention to detail

GENERAL RESPONSIBILITIES:

- Ensures the maintenance and safety of the campus facilities to high safety, working, and aesthetic standards, to help ensure an optimal environment for learning, gathering, and worship for the community
- Identifies facilities related problems and solutions, and then implements solutions
- Identifies facilities related opportunities and provides information on engaging in those opportunities
- Attends the faculty and administrative meetings as needed

- Engaged member of the Facilities Committee of the Church Vestry and the School Board of Trustees
- Evaluate and recommends optimal number of facilities related staff members; advises on qualifications and hours to ensure an effective but fiscally responsible support staff
- Supervises and administers the contract with an outside security provider
- Acts as a role model of professionalism, and supports Episcopal values, in the Episcopal Parish environment
- Supports the philosophy, policies, and goals of the Parish, as well as the decisions made by the Vestry, Board of Trustees, and Administrators
- Ability to communicate effectively and be a team player

EXPERIENCE

At least three to ten years serving as a manager or supervisor of personnel with a minimum of two years of increasing responsibility experience in the field(s) of facilities management, construction management, maintenance, and operations.

EDUCATION

A Bachelor's Degree in a related field as well as Project Management Professional (PMP)[®] Certification is desired. Experience and training on a school and/or parish campus is also desired. Other vocational or business training or certifications are a plus.

PHYSICAL & WORKING CONDITIONS:

- Regularly required to sit, stand, walk, stoop, squat, talk, hear, operate a computer, and use hand-held learning devices and other school equipment throughout the day
- Must be sighted and capable of hearing or use prosthetics that will enable these senses to function adequately so the requirements of the position can be fully met
- Must be able to:
 - Reach and push with hands and arms
 - Climb up and down stairs
 - Work in a fast-paced environment dealing with a wide variety of diverse challenges, deadlines, and array of contacts
 - Be able to lift 20 pounds and occasionally lift up to 50 pounds
 - Work outside on the playground in varied weather conditions, including extreme heat
 - Stand and move around for prolonged periods of time
 - Repeatedly bend, kneel and sit on the floor

The above describes the general nature and level of work. It is not intended to be an exhaustive list of all responsibilities and duties required as they are ever changing in a dynamic work environment.

Hours:

7:30a.m – 4:00p.m

May include, but is not limited to, any additional hours needed to successfully execute the tasks necessary to be a well-prepared, professional.

My signature below certifies that I have read and understand my duties as listed in this document.

Signature: X_____

Date: X_____