



**St. Patrick's**  
EPISCOPAL DAY SCHOOL

**ST. PATRICK'S EPISCOPAL DAY SCHOOL  
DIRECTOR OF FACILITIES & OPERATIONS  
WASHINGTON, D.C.**

**Position Available: September 2024**

*We invite potential candidates for this position to learn more about St. Patrick's by visiting the Day School website at [www.stpatsdc.org](http://www.stpatsdc.org), including the Careers page under "Who We Are."*

**MISSION STATEMENT**

*St. Patrick's Episcopal Day School strives to create a diverse learning community of students, teachers, and parents who recognize the infinite value of every participant as a child of God. We are committed to developing character, advancing human understanding, and promoting academic excellence in our students in order to prepare them to live with integrity, compassion, and purpose.*

**INTRODUCTION**

St. Patrick's is a co-educational Episcopal parish day school that opened its doors to children 68 years ago. Located on 19 acres in the Palisades section of Northwest Washington, D.C., the Day School is an Early Childhood to Grade 8 institution for more than 460 students on two beautifully appointed academic campuses and a third housing an expansive athletic field and outdoor garden and learning center.

In 2017, a 19,000 square foot Middle School was opened for students in Grades 6, 7, and 8. Additionally, the School provides a robust, nurturing, play-based program for infants and toddlers, which is celebrating its 33rd year. Recently revitalized outdoor play and learning spaces reinforce creative, healthy, and vigorous play and dramatically expand learning opportunities. The award-winning Environmental Sustainability Program, with a commitment to outdoor education and stewardship of our planet, has evolved into one of the pillars of the student experience at St. Patrick's.

Tremendous care and thoughtfulness devoted to child-centered academic programming and teaching space design, coupled with a strong sense of joy and belonging, are the hallmarks of this school.

**THE OPPORTUNITY**

Reporting to the Chief Financial and Operations Officer (CFOO), the Director of Facilities and Operations is responsible for the care, maintenance, and security of our school's physical plant. The Director should have an extensive background in HVAC, electrical, plumbing, custodial care, and related infrastructure consistent with an independent school. This role includes oversight, scheduling and staffing of the facilities department, management of maintenance requests, scheduling of preventative maintenance, and inspections of the physical plant to ensure continuous functioning and compliance,

execution of capital projects in coordination with the CFOO, supervision of campus security, and oversight of the school's transportation program. Success in this role will require the ability to balance daily work requests, ad hoc event set-up requests, long-term projects, and unexpected emergencies. A strong working relationship with school leadership is critical. Evenings and weekends are often required to meet the needs of the school and community. This is a twelve-month full-time exempt position.

## **RESPONSIBILITIES**

- Direct, supervise, develop, and evaluate facilities department personnel. Establish and maintain a positive and productive working environment, including regular staff meetings with the facilities department.
- Assist with the recruitment, interviewing, and selection of department personnel.
- Create and maintain department schedules to ensure adequate staffing and completion of all support requests. Review completion times of work orders with staff to effectively manage the process and ensure operational efficiency.
- Oversee inventory control for all general supplies and equipment needed for repairs and grounds.
- In partnership with the CFOO, solicit bids, evaluate, and recommend outside contractors as necessary to perform facility or maintenance tasks. Supervise the work of outside contractors, including cleaning services, to ensure timely and accurate completion of tasks, as well as compliance with contractual agreements, municipal codes, safety standards, and School policies and procedures.
- Conduct routine inspections of all campus facilities for maintenance and custodial needs, performing these with the CFOO on a periodic basis. Schedule, implement, and manage a preventive maintenance program for all machinery and equipment, including all regular plant and equipment inspections.
- Serve as maintenance on call as necessary and take a leadership role when responding to campus emergencies, including nearby resident or community emergencies as needed.
- In partnership with the CFOO, ensure timely completion of regular Facility Condition Assessments and develop a priority list for building maintenance, including the preparation of cost estimates.
- Submit and manage an annual budget for plant operations, maintenance, and capital improvements.
- Actively work with the CFOO and Director of Sustainability to ensure compliance with environmental rules and regulations, identify and implement energy-saving measures, and seek out opportunities to further St. Patrick's position as a leader in environmental sustainability practices.
- Oversee campus security, including outside security officers, security cameras, and access control systems. Serve as contact for security monitoring companies. Issue keys and pass cards and maintain associated records. Collaborate with staff in crisis planning, fire drills, lockdown and evacuation drills.
- Ensure facility readiness for day-to-day events as well as special events. Must be present at after-hours events to coordinate activities, including but not limited to Green & White Night, Graduation, annual fundraising events, and various Board of Trustee events, as determined by the CFOO.

- Coordinate with the Director of Auxiliary Programs to manage facilities staffing and custodial needs for After School Activities, Extended Day, Facility Rentals, and seasonal camps.
- Oversee the School's transportation program, including intra-campus bussing and daily commuter bus services. Maintain all school vehicles (bus, tractors, carts, vans).
- Ensure that health and safety requirements are met for all equipment used for food services.
- Create and maintain a plan for campus safety during inclement weather, including snow removal.

### **QUALIFICATIONS**

- Outstanding communication, problem solving, and management skills.
- Ability to thrive in a diverse community and commitment to working in a close-knit organization dedicated to the success of our students.
- Bachelor's degree required, or equivalent job-related experience, with a minimum of ten years of full-time professional experience in facilities.
- At least three years of supervisory experience involving public organization facilities maintenance, operations, and/or construction.
- Working knowledge of local, state, and federal laws related to the operations and maintenance of school facilities.
- Proven success developing and balancing an annual budget.
- Experience with cost estimation of remodeling and facilities improvement projects. Experience designing and implementing preventative maintenance programs.
- Knowledge of building management systems, including HVAC and fire alarm controls.
- Proficient with technology, including spreadsheets, databases, inventory and project management software.
- Possess and maintain a valid Driver's License.
- Previous experience with large capital projects and knowledge of implementing environmentally sustainable solutions are a plus.
- Spanish language proficiency is a plus.
- Successful completion of the required background check.

### **WORKING CONDITIONS**

- Environment: indoor/outdoor, all weather conditions.
- Physical demands: Able to sit, stand and frequently lift equipment and materials weighing 50 pounds or more, crawl, climb ladders, twist, turn, and reach in completing a variety of job duties.

### **SALARY & BENEFITS**

Salary range of \$95,000 to 125,000, commensurate with experience. St. Patrick's offers a competitive benefits package, with details to be provided prior to beginning the interview process. Childcare for children under the age of 3 may be available.

### **CONTACT**

Candidates should submit an application, including cover letter, resume, and contact information for three professional references, to Rebecca Kim, Chief Financial and Operations Officer, at [kimr@stpatsdc.org](mailto:kimr@stpatsdc.org).