



## Director of Facilities Management

Trinity School of Texas is a preK-12 college preparatory program that successfully prepares students for college and beyond in a joyful, spiritual environment. Graduates of Trinity School of Texas will attain academic excellence, embrace diversity, demonstrate intellectual curiosity, appreciate the arts, value physical well-being, serve their community and exemplify Christian living.

The Director of Facilities Management serves as an administrative leader reporting directly to the Head of School. This position supervises all aspects of the physical plant operations including all building and grounds, utilities, energy management and safety and security systems in order to provide stewardship of resources and maintain a safe, appealing space for all parents, students, faculty, staff and visitors. This is a 12-month, full-time, salaried, benefited position.

Responsibilities. The Director:

- Supervises, directs and evaluates maintenance and custodial staff and ensures staff receives training related to job tasks and functions
- Schedules, directs and oversees external contractors (electricians, plumbers, excavators, roofers, painters, landscapers, etc.)
- Schedules and performs maintenance for building and ground upkeep and repair to maximize the life and efficiency of all systems, including safe and secure electrical, plumbing and HVAC systems
- Schedules, supervises or performs all routine and proactive, preventative maintenance functions in a proactive way with minimal disruption to school operations
- Ensures buildings and grounds meet safety and ADA compliance standards
- Coordinates all safety and fire inspections and systems inspections in coordination with the school's safety plans, and is a key member of the school's security plan
- Prepares and stewards the maintenance budget and prioritizes needs and expenses

- Prepares and oversees specific physical plant projects, including overseeing bids, estimating costs and working with contractors
- Prioritizes cost and energy saving methods and equipment and emphasizes the school's environmental impact
- Ensures proper disposal of hazardous and controlled wastes in compliance with regulations and guidelines with outside agencies are needed
- Oversees vehicle maintenance schedules

Qualifications: At least five years experience within the field of physical plant maintenance, with demonstrable proficiency in general maintenance, light electrical, plumbing and HVAC repair, painting and lock repair. The ideal candidate will also demonstrate the ability to respond quickly to evolving needs, communicate effectively with all stakeholders, think and plan proactively, and show pride in the buildings and grounds. Associates or bachelors degree is preferred or commensurate work experience.

*Rev. 2.2021*