

## **Facilities Manager Position**

### **Description:**

The Rudolf Steiner School seek a Facilities Manager to be responsible for the daily operation and coordination of the maintenance and cleaning of school facilities and grounds in order to provide clean, safe, efficient, environmentally healthy, and structurally sound facilities that offer students and staff the best possible atmosphere for meaningful instruction and learning.

The Facilities Manager will insure that the facilities and equipment are well maintained and a preventive maintenance plan and 5 year facilities plan are in place. Incumbent shall report directly to the Business Manager. He/She will manage the internal staff and external vendors & tradesman and make recommendations as to changes needed to maintain the facilities. Incumbent will develop annual reviews for people in his/her department and handle them in accordance with the rules and policies of the School. Incumbent shall have a thorough knowledge of the principles and practices of mechanical and civil engineering: thorough knowledge of modern methods and techniques as applied to construction and facilities maintenance and planning.

### **RESPONSIBILITIES & REQUIREMENTS**

#### **A. Coordination and Development:**

1. Oversee all aspects of campus facilities & operations.
2. Coordinate with cleaning service to ensure optimal cleaning is provided on a consistent basis including cleaning methods and requirements, new cleaning products and proper use and safe application of these products.
3. Ensure all electrical, HVAC, security system, plumbing and other facilities and equipment are in good working order.
4. Develop and implement a comprehensive preventive maintenance program.
5. Participate in the development of policies and procedures that affect the use of supplies and facilities.
6. Coordinate with outside vendors & tradesman for services that are not within the scope of the facilities dept.
7. Coordinate facilities department purchasing.
8. Participate in preparing annual budgets and to ensure adequate funds are allocated to the facilities dept for its optimal operation.
9. Work with the Business Manager to develop the School's 5 year facilities plan.
10. Coordinate with architect and engineers on all capital projects.
11. Coordinate capital projects as necessary.
12. Coordinate with expeditors on CO issues as necessary.
13. Coordinate with the Department of Buildings and/or Landmarks as necessary.
14. Coordinate routine visual inspection of facilities to identify safety, structural, or mechanical issues.
15. Coordinate fire drills, ensure operations comply with fire dept code, and submit reports in accordance with current requirements.
16. Ensure compliance with all NYC DOB and FDNY regulations.
17. Initiate an active campaign on safety measures in the building. Maintain safety inspection records as appropriate.
18. Coordinate School's energy management program & identify opportunities to reduce energy consumption and overall enhance 'green' initiatives.
19. Educate all staff on the proper use and care of equipment and other facilities.
20. Provide traffic safety monitoring for arrival & dismissal

## **B. Record Keeping:**

1. Maintain service logs for all equipment.
2. Maintain accurate records on condition of the all equipment and other systems.
3. Maintain pesticide records.
4. Maintain annual fire reports.
5. Maintain structural and visual inspections.
6. Maintain storage & archive inventories.
7. Maintain and organize all architectural drawings.
8. Maintain an operational budget.

## **C. Administrative**

1. Attend meetings at the request of the Business Manager or Administrator to offer advice on facilities issues.
2. Confer with various administrators on policies governing the use of buildings and grounds, alteration and construction within the buildings and overall facility operations.
3. Be active in and develop good public relations with the community, student body, administrative and instructional staff, department staff, professional organizations and local industrial and commercial establishments.

## **D. Legal**

1. Be knowledgeable and conversant in all state, federal and local regulations, Department of Health Regulations, asbestos, hazardous materials, radon, lead, noise pollution, indoor air quality, recycling, PCB's, OSHA, ADA, solid waste, emergency disaster planning and laws and regulations relating to district school facilities.

## **E. Personnel**

1. Recruit and manage facilities service staff and train them appropriately to ensure competent work output.
2. Assign, transfer and upgrade personnel within specific jobs.
3. Write annual evaluations of department staff and review them with them. Provide constructive direction to correct deficiencies.
4. Address personnel problems, such as grievances, inefficiency and personnel situations.
5. Organize suitable training programs for department staff.

**Our School:** The Rudolf Steiner School, an independent nursery to 12 school and the first Waldorf School in North America, is located on Manhattan's Upper East Side. The school is committed to building a healthy, inclusive community that reflects the diversity of NYC. We value an interest in diversity and multi-cultural competence. We welcome new faculty to contribute to our vision of Waldorf education for the 21st century.

RSS is a member of the Association of Waldorf Schools of North America and is accredited by both AWSNA and the New York State Association of Independent Schools. RSS Inc. is a nonprofit, tax-exempt organization incorporated under the laws of N.Y. State and does not discriminate on the basis of race, creed, sex, sexual orientations, gender identity or national origin. We prefer candidates with a strong interest in professional development around cultural competency and fostering a diverse and inclusive community.

Interested individuals should submit a resume inclusive of references and cover letter to Executive Assistant, Nancy Ho-Cortes at [nho-cortes@steiner.edu](mailto:nho-cortes@steiner.edu)