



## POSITION STATEMENT

### DIRECTOR OF FACILITIES MANAGEMENT

#### OVERVIEW

Brooklyn Friends School (BFS), a thriving Preschool-12 grade school located in vibrant Downtown Brooklyn, seeks a visionary leader to serve (effective Summer 2020) as Director of Facilities and provide technological leadership to a vibrant community of colleagues (BFS uses the all-inclusive term, colleagues, to refer to all rather than one that delineates faculty/staff). Founded in 1867, Brooklyn Friends School's pillars of social justice, service learning/civic engagement, and Quakerism, serve as guideposts for our action-oriented collective work. [Our school's history](#) has been illustrious and reflective of the expansive nature of human experiences. Guided by our [mission](#), BFS provides a dynamic, diverse, and robust social/emotional environment and academic program that cultivates compassionate, intellectually curious, and confident changemakers. As a school, we affirm that human diversity includes, but is not limited to: race, ethnicity, culture, national origin, religion, gender, gender identity and expression, sexual orientation, age, socioeconomic class, family structure and physical ability, as well as diversity of thought, talents, and learning style.

[This short video](#) gives you a glimpse into our contemporary experience.

#### THE LEADER

Reporting to the Chief Financial and Operations Officer and leading and working with dynamic and engaged colleagues, the Director of Facilities Management is a twelve-month employee, who is charged with planning, developing, and implementing policies and practices that will uphold the maintenance of our buildings and overall physical infrastructure. This leader will assist their team members in integrating appropriate and innovative new and old technologies to support and enhance physical plant, building maintenance, campus grounds, energy management, and campus security.

The Director of Facilities Management supervises the following positions: Assistant Director of Facilities, Director of Technology (regarding infrastructure), Director of Extended Day and Summer Programs, Supervisor of Cleaning Services, and Director of Food Services. Broadly, these responsibilities include oversight of the physical plant and campus, environmental sustainability initiatives and considerations, capital projects,

campus safety and security, food service, auxiliary programs, and information technology.

With immensely talented colleagues, committed families, a meaningful curricular program, and a community that believes in a values-actionable educational experience, Brooklyn Friends is in a uniquely positive position, with a deeply-rooted identity and mission combined with a genuine openness to the possibilities that lie ahead. As a member of the school's Leadership Team, this person will maintain current strong practices as well utilize problem solving and project management skills and innovative technology improvements to address our buildings' infrastructure. This is a management leadership position and designated as *Essential Personnel* during emergency situations. As such, this leader is expected to be on-call during at all times during active emergencies.

## **PROFESSIONAL RESPONSIBILITIES**

- Manage the careful maintenance of buildings and grounds and cleaning programs that keep the school's appearance in exemplary condition
- Ensure day-to-day facility readiness as well as for special events
- Plan, schedule, and assign work for team members while ensuring proper distribution of assignments, conformance with established standards of care, and adequate personnel and equipment for performance of duties
- Ensure accountability on assigned work for follow up and completion
- Plan and direct buildings and services and review and inspect equipment and processes to insure efficiency, safety and sustainability of operations. Direct corrective actions wherever required
- Research and evaluate new and emerging technologies that would further strengthen our school, remaining mindful of safety, prioritized projects, and budgetary considerations
- Collaborate with team colleagues on specific needs and further their growth and development within their respective fields
- Seek and evaluate bids and develop specifications for all outside contractual work
- Coordinate contractors and materials to ensure deadlines on projects are met while adhering to all safety and technical specifications
- Maintain HVAC systems based upon ASHRAE recommendations and best practices
- Review, inspect and evaluate work in progress at appropriate intervals to ensure completion as directed and scheduled. Continually assess, audit and evaluate the physical condition and performance of school buildings and systems
- Troubleshoot, develop and direct prioritized corrective actions as required
- Maintain an accurate inventory and records for all building maintenance supplies and equipment
- Assign, track and follow-up on work orders
- Establish policies and protocols that meet all required environment, health, and maintenance standards as required by law and work with the administration to ensure compliance with all regional, state, and federal regulations and laws as they impact the school

- Research and maintain an up to date knowledge base of “Best Practices” within the Facilities Management Industry. Implement new procedures and practices for the School’s benefit and train employees in new techniques and programs
- Enforce life safety regulations and requirements
- Join local networks of Facilities Managers and continue to engage in applicable professional development experiences
- Must be flexible as position may require, from time to time, working when school is not in session (early mornings, nights, weekends, spring break/portions of holiday break, etc.) to conduct required work while students are not in the buildings
- Perform other duties as assigned by the Assistant Head or Head of School

## **REQUIRED LEADERSHIP QUALITIES and KEY QUALIFICATIONS**

### **Demonstrates . . .**

- A commitment to a robust and multi-faceted educational setting
- Bachelor’s and/or advanced degree in engineering, construction management, or related discipline with possible additional certification
- Ability to view challenges and problems as opportunities for growth and transformation
- Modeled skills that reflect effective and meaningful teaching
- Compassion, integrity, and open-mindedness in all interactions
- Collegiality, approachability, flexibility, and adaptability
- Consistently strong, respectful, and gracious interpersonal and communication skills
- An ability to partner and collaborate with all community members
- Ability to give direction, provide follow-up, give feedback and ensure accountability on task done
- Experience with blueprints and building specifications
- Excellent verbal communication and listening skills with high attention to clarity and detail with ability to explain complex information/fact patterns in understandable terms to all levels of personnel Detail-oriented and strong problem solver
- Ability to work in a variety of environments, including indoors, outdoors, on roofs or elevated areas
- Create and store electronically procedural development for proper system operation

### ***To apply, please provide the following:***

1. Resumé/Curriculum Vitae
2. A Personal Statement/Cover Letter addressed to Head of School, Crissy Cáceres, that expresses the ways in which your journey has demonstrated the school’s pillars of Equity and Belonging, Quakerism, and Service Learning/Civic Engagement and how you see yourself further making them actionable within the context of your leadership.

3. List of four references with name, title, relationship, and contact information
4. Optional: Any other documents/artifacts from your experience that you think represent you in an authentic manner
5. Email the above as attachments or (if possible) one comprehensive PDF to [hr@brooklynfriends.org](mailto:hr@brooklynfriends.org). **Please put as subject line: Director of Facilities Management.** Thank you!