Position: Director of Facilities and Operations

Start Date: ASAP

Job Type: Administration

Location: Upper School
3575 Main Highway
Coconut Grove, FL 33133

To Apply: Please email your resume, cover letter and application (posted online) or inquiries to: Careers@RansomEverglades.org

Please reference the position in the subject line of your email.

Description: Ransom Everglades School, a private institution with a public purpose, located in Coconut Grove, Florida, seeks a Director of Facilities and Operations to begin as soon as possible.

This is an exempt administrative position that reports to the Chief Financial Officer. The scope of the job includes providing and maintaining a safe and secure campus for the Upper and Middle School, management of third party rentals and school wide calendar scheduling. This position includes but is not limited to the following responsibilities:

Essential Duties and Responsibilities:

Facilities Management:

- Provide leadership, direction and control for the building and grounds maintenance functions and school security
- Develop, formalize and implement both short-term and long-term plans, goals and objectives for the Facilities Department including security.
- Responsible for the facilities operating budget, including the preparation, review and submittal to the CFO
- Prepare five-year capital budget which is updated annually
- Develop policies and procedures which successfully provide efficient and effective services
- Supervise, control and direct Facilities Director toward meeting the goals of the department
- Remain up-to-date on all government laws, rules and regulations which affect hazardous chemicals that are used, generated, handled, disposed or controlled by the school
- Prepare written reports as required by the CFO, Head of School or Board of Trustees
- Perform special projects as assigned by the CFO
- Present a consistently positive approach to RE students and all other internal and external constituents at the school through a manner that is friendly, courteous, helpful and cooperative at all times

School Security and Safety:

- Maintain, update and implement the Crises Management Plan
• Oversee school security and safety monitoring systems
  ▪ Serve as contact person with security and safety monitoring contractors
  ▪ Coordinate access for special events and rental on campus
  ▪ Arrange for repairs, purchases etc. for security and safety alarm systems
  ▪ Oversee the planning for upgrades of security and monitoring systems
• Coordinate School Life Safety Systems – Fire Alarm System, Crises Alarm System
  ▪ Oversee service contracts and maintenance
  ▪ Maintain service records
  ▪ Oversee the planning for upgrades to school life safety systems
• Perform regular safety inspections
  ▪ Complete regular inspections with Director of Maintenance US and MS
    ▪ Buildings
    ▪ Grounds
• Perform other Safety and Health inspections as needed
  ▪ Accompany insurance inspector on yearly insurance audits
  ▪ Accompany Health Inspector on annual and routine health inspections
• Be primary person responsible for safety policies and procedures of the school’s facilities and grounds
• Oversee the guard services on US and MS campuses

Regulatory Programs:

• Oversee compliance with all federal, state and local regulatory requirements pertaining to our physical plant and grounds or use of them
• Manage records and files on applicable federal, state, county regulations
• Manage records and files on applicable OSHA, EPA and Fire/Rescue regulations
• Assure that we are in ADA compliance where applicable

Manage records updated on asbestos compliance and repairs needed and performed Third Party Rentals:

• Responsible for all communications and rental agreements with third party rentals
• Coordinates scheduling, setup, onsite supervision, security and breakdown of rentals

School Operations and Scheduling:

• Responsible for school wide operational scheduling and management of calendar
• Identifies conflicts and other operational issues and resolves them
• Coordinates with Facilities and Maintenance Department on all operational activities of the school

Assume other responsibilities as requested to do so by the Head of School and/or the Chief Financial Officer.

Essential Qualifications:

• BS or BA Degree
• Minimum 10 years managing like size facilities
• Proficiency in Microsoft Excel and Word software
• Strong interpersonal skills and strong communication skills
• Strong proficiency in English (verbal and written)
Non-Essential Qualifications:

- Facilities Manager Certification