



MADEIRA

Assistant Director of Facilities

Madeira is an independent boarding and day school that educates girls in grades 9–12. The scenic 376-acre campus is just 10 miles from Washington, DC. Enrolling students from 20 states and 42 countries, Madeira was founded with the vision of leading innovation in girls' education and the mission of launching women who change the world.

The Madeira School is seeking an Assistant Director of Facilities to join its Facilities Department. The Assistant Director of Facilities, under the direction of and in collaboration with the Director of Facilities and Security, supports all aspects of the planning and administration of the care and upkeep of all physical facilities and property of the School including their underlying systems and components.

Key responsibilities include:

- Supports the Director in supervising all facilities operations, including service requests, maintenance, and management of facilities personnel, assigning work orders to appropriate staff and ensuring timely completion
- Develops and maintains facilities renewal plans to ensure the long-term preservation of the campus
- Communicates with the school community regarding facilities issues
- Supports the Director in supervising, directing and evaluating the facilities staff as well as hired consultants and contractors engaged by The Madeira School for facilities work
- Participates in construction meetings and supports remodeling activities, street and parking lot resurfacing, etc.
- Ensures compliance with applicable building codes, environmental regulations, and sustainability reporting standards.
- Performs maintenance, repairs, logistical and grounds work as needed alongside the facilities team
- Maintains operation of the waste treatment plant and all testing and reporting required by the State of Virginia
- In conjunction with the Director, initiates and approves requisitions for purchase of materials, supplies and contractor's services
- Works with the Director to ensure understanding of the annual division budget and development. assists in administering budget and monitoring department expenses
- In collaboration with the Director, assists in the development and administration of departmental policies and procedures; participates in the management and evaluation of assigned staff
- Serves as the departmental point person in the Director's absence
- Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns; available for weekend and on-call shifts; active emergency call-out list

Miscellaneous – Working Conditions and Physical effort:

- Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Work involves moderate physical effort. Requires occasional handling of heavy objects and the ability to regularly stand, walk, and climb stairs in the performance of property inspections and management duties.
- Exposure to hot/cold, wet/humid weather conditions and dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises
- Position is considered “Essential Personnel” and is expected to report to work when school is closed due to power outage or weather conditions. Overnight stay may be required during inclement weather.

Requirements:

- Bachelor’s Degree or equivalent experience required; Master’s in Industrial Management, Construction Management, Civil Engineering, Mechanical Engineering, or Architecture preferred
- 3-7 years recent administrative and managerial experience
- Waste Treatment Plant License, or ability to obtain the license, required.
- Experience working in a school environment a plus
- Demonstrated ability to provide leadership for planning, development, and operations of a complex facility
- Expertise in and aptitude for administration, management, construction, mechanical equipment, landscaping, turf management, purchasing, supervision, and general services
- Demonstrated ability to establish and maintain effective working relationships with diverse constituencies and accomplished written and oral communication skills are required
- Computer proficiency and willingness to learn new programs, required
- Project planning skills; ability to organize resources and establish priorities; working knowledge with architectural plans and specifications, and experience in construction management
- Ability to develop bid specifications and evaluate bids from contractors; knowledge of contract documents and specifications; ability to coordinate and/or supervise independent contractors
- Ability to develop and maintain record keeping systems and procedures
- Knowledge of space and facilities planning principles and procedures
- Knowledge of all federal, state, and local codes and ordinances pertinent to facilities planning, design, construction, and maintenance
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community
- Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections

- Possession of a vehicle, applicable insurance, a valid Virginia driver's license and a clean driving record are requirements for this job.
- Willing to be on-call to handle emergencies on a twenty-four (24) hour basis.

To apply, please submit your resume and cover letter to hr@madeira.org.