



**Title:** Director of Facilities and Security  
**Department:** Facility Services  
**Reports to:** CFO  
**FLSA Status:** Exempt

**Application Process:**

Recruitment is being managed by The Stone House Group, the sole point of contact for this search. To apply, please submit:

- Resume
- Personal Statement/Cover Letter
- Three References

Inquiries may be directed to: [office@theshg.com](mailto:office@theshg.com)

## Summary

Under the general direction of the Chief Financial Officer, this position directs the planning and administration of the care and upkeep of all physical facilities and property of the School including their underlying systems and components. The Director is responsible for the strategic planning of campus facilities to ensure alignment with the School's mission, and will assist in the planning and management of the School's capital renewal and replacement budgets as they relate to the support of plant maintenance and improvements. The role participates in the strategic development and management of the campus, and advises the administration on all institutional policies and procedures related to the physical resources of the School, including regulatory requirements and safety considerations. This position will oversee and manage many contractor relationships and be expected to assure performance consistent with high practical standards.

## Key Accountabilities

Responsible for all components of the management and supervision of the Madeira School facilities operations including, but not limited to, the following tasks:

- Directs all staff and functions relating to Buildings, Grounds, Logistics, and the maintenance trades
- Supervises all facilities operations, including service requests, maintenance, and management of facilities personnel, assigning work orders to appropriate staff and ensuring timely completion.
- Responsible for facilities planning and space management, in conjunction with others
- Collaborates with academic and staff leadership to understand the facilities work needed to support the School's mission and operations (e.g. athletics, technology, and security)
- Recommends and manages a facilities annual operating budget and facilities capital budget, reviewing reports and managing and controlling expenditures including personnel costs to make the best use of School resources.
- Lives on campus and provides Dorm duties as needed
- Develops and maintains facilities renewal plans to ensure the long-term preservation of the campus
- Communicates with the school community regarding facilities issues
- Hires, supervises, directs and evaluates the Buildings and Grounds staff plus all hired consultants and contractors engaged by The Madeira School for facilities work

- Manages all aspects of the department's accounting using contemporary computer systems
- Coordinates construction and remodeling activities, street and parking lot resurfacing, etc.
- Ensures compliance with applicable building codes, environmental regulations, and sustainability reporting standards.
- Maintains athletic playing fields and swimming pool
- Maintains operation of the waste treatment plant and all testing and reporting required by the State of Virginia
- Maintains blueprints and specification files for all buildings, systems and major equipment
- Initiates and approves requisitions for purchase of materials, supplies and contractor's services
- Develops and implements programs and schedules for preventive maintenance, equipment replacement, and energy conservation
- Experience with energy management systems, building automation systems, and data-driven performance tracking
- Deep knowledge of green building standards (LEED, WELL, Energy Star, etc.) and sustainable operations practices.
- Familiarity with Greenhouse Gas (GHG) accounting frameworks (e.g. WRI Protocol, Scope 1-3 Emissions)

#### 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 Requirements**

- Bachelor's Degree or equivalent experience required; Master's in Industrial Management, Construction Management, Civil Engineering, Mechanical Engineering, or Architecture preferred
- 8 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
- Participates in the development of the annual division budget. Administers budget and monitors division expenses
- Develops and administers departmental policies and procedures; manages and evaluates assigned staff
- 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.
- Other duties as assigned

***Disclaimer: The above describes the general nature and level of work being performed by individuals hired into this job. This is not intended to be an exhaustive list of all responsibilities and duties required.***

***The Madeira School reserves the right to change any or all content of this job description based on business needs. The incumbent, if applicable, will be notified of any changes before they become effective.***