



**Job Title:** Facilities Director

**Program:** Operations

**Reports to:** Director of Finance and Operations

**Employment Status:** 30-40 hours/week; hourly, non-exempt

**Report to Work Dates:** Year-Round

**Position Summary:** Bixby's unique environment supports play, learning, community, and the Bixby mission. As the Bixby School Facilities Director, you will ensure the efficient and safe operations of our school facilities and ensure that the physical environment provides a positive and vibrant space that communicates care, joy and beauty.

### **Essential Duties and Responsibilities**

- *Daily*
  - Conduct walkthroughs to ensure a clean and organized school environment
  - Perform regular cleaning duties before and/or after school hours
  - Work collaboratively with other professionals in maintaining facilities, including outdoor areas, to support the school program
  - Support the mission and core beliefs of Bixby School
  - Model Bixby's values of Respect, Responsibility and Empathy
  - Employee shall be expected to report to work on all of the days during which the program in which Employee is employed is in operation, as indicated on the school calendar, a copy of which has been delivered to Employee.
- *Weekly:*
  - Perform routine grounds maintenance such as mowing, light trimming and weed removal
  - Perform preventative maintenance and routine repairs of buildings and equipment
  - Promptly document facilities maintenance activities
- *(At least) Monthly:*
  - Participate in facilities committee meetings
- *Periodically/As Needed*
  - Arrange furniture and equipment for events
  - Responsible for snow removal (prior to school opening at 7am)
  - Respond to emergency situations during and after hours to resolve immediate safety concerns
  - Perform a wide variety of semiskilled activities such as basic carpentry, painting, etc.
  - Respond to all work orders in a timely manner, with satisfactory results and excellent customer service.
  - Identify opportunities for improved operation and service excellence,
  - Schedule and manage repairs and maintenance, minor works and other work requests, tracking to completion.
  - Provide information and direction to vendors, facilities staff and other service providers as required to ensure excellent coordination and execution of work, with minimal disruption.
  - Assist skilled tradesmen on special projects as needed
  - Identify and organize volunteer opportunities for the broader community to participate in

- Promptly document any health or safety concerns,
- Maintain current knowledge of topics relevant to your job responsibilities
- *Annually:*
  - Asbestos inspection
  - In collaboration with the Director of Finance and Operations, manage annual budget process, including
    - Informing budget for upcoming year(s)
    - Manage expenses in line with budget
    - Anticipate and promptly notify Director of Finance and Operations of extraordinary expenses
  - Support activities related to fundraising and community building
- Such other duties as may be assigned from time to time

**Qualification Requirements:**

- At least 5 years of experience in a facilities maintenance role
- Clean background check and driving record
- Current First Aid, CPR, Universal Precautions, and Medication Administration certification
- Enjoys spending time and engaging with young children and other educators
- Committed to personal and professional growth
- Highly organized; able to manage multiple long and short-term projects simultaneously and prioritize appropriately
- Sense of humor
- Self-aware; able to ask for help when needed
- Curious about others and the world around them
- Belief in the value of a diverse community and committed to foster an inclusive environment for a diverse community
- Excellent oral and written communication skills
- Highly collaborative
- Proficient in use of Google suite or able to become so quickly and easily

**Physical Requirements:**

- Able to continuously walk, stand, climb stairs, and sit
- Frequent bending or stooping, and reaching above shoulder level
- Able to lift up to 40 pounds

*Bixby School serves preschool through elementary level children and their families in a small community setting that compassionately empowers children with critical thinking skills, self-confidence, independence and a love of learning; develops their individual gifts; and prepares them to make meaningful contributions to the world.*