



ROCKY HILL

COUNTRY DAY SCHOOL

Director of Plant Operations

Rocky Hill Country Day School is seeking a Director of Plant Operations whose primary objective is the continual improvement of the physical campus and its efficient operation to deliver the best academic environment possible. There will be opportunities to utilize problem solving and interpersonal skills to ensure this primary objective is achieved. Areas of responsibility include Maintenance, Repair and Improvements, Janitorial, Tenant Management and Security, Health and Safety, and Administrative duties.

Essential Duties and Responsibilities

Maintenance, Repair, and Improvements:

- Manage all interior maintenance and repair including any service contracts or volunteer work in the following trades: floors, walls, ceilings, electrical, doors, windows, plumbing, and HVAC including thermostats.
- Manage all exterior maintenance and repair including any service contracts or volunteer work on the roof & gutters, parking lot & exterior lighting, landscaping & plant/tree care, irrigation system, pest control, playground and equipment, HVAC equipment, snow removal, etc.
- Oversee work of all outside contractors to ensure compliance with contractual agreements, building and fire code, as well as budgetary restrictions.
- Manage the efficiency of the facility energy and waste to ensure maximum efficiencies whenever possible. Research energy efficiency measures, present finding for consideration. Once approved, execute.
- Act as Project Manager for all projects on the property.

Janitorial:

- Direct oversight and management of the Janitorial Contractor including their scope of work, contract or services, and all communications.
- Respond to urgent maintenance needs during the school day.

Tenant Management and Security:

- Be the primary contact for the use of facilities for school and community events and on campus residences to facilitate proper maintenance, clean-up, and care.

Health and Safety:

- Manage all environmental concerns on behalf of the School, including certifications and licenses: local, state, federal.
- Manage risk at the school to ensure the safety of personnel and students in their use of the facilities.
- Schedule, oversee, and follow-up on inspections for fire, water suppression system, elevator, and environmental.

- Conduct monthly safety review of the school playgrounds and all of equipment and apparatus the students might use.
- Maintain yearly update on Contractor/Supervisor certification for asbestos and maintain asbestos management plan for training and inspections.
- Act as secondary contact for emergency personnel and city officials when dealing with issues related to the facility, health, or safety of the students, families, staff, administration, and general guests.

Administrative:

- Provide maintenance plan for functional areas along with a recommended timeline to complete.
- Use problem solving skills to develop solutions within your functional areas along with solutions for other functional areas as directed.
- Serve on the campus planning committee.
- Support systems and procedures to manage inventory.
- Order, purchase, and track inventory of all supplies for the facility, keeping reserve stock on hand.
- Ensure all budgetary parameters are met.
- Complete all internal control forms as directed by the Business Office.
- Support systems and procedures to manage inventory.
- Manage department staff and scheduling of work assignments.

The successful candidate will possess the following:

- An enthusiastic, can do attitude.
- Successful track record of facility management greater than 50,000 s.f.
- Professional experience as a project or facilities manager.
- Excellent oral and written communication.
- Proficient use of technology and personal computer, including Microsoft Office and internet search engines.
- Stamina for multiple hours of manual labor and strength to lift 100 lbs. when needed.
- A relentless drive to improve the minds and lives of students in and out of school.
- The ability to model and reinforce the School's core values, rules, and school spirit with colleagues, students, parents, and larger community.
- Reinforce the school's core values, guiding philosophy, consistently hold colleagues accountable in doing the same.
- Grant permission for a criminal background check and drug testing.

Education & Experience:

- 4 year degree in related industry or field (i.e., Project Management, Construction Management, etc.) **OR** 5 years of construction trade experience – experience in multiple trades is preferred.

Founded in 1934, Rocky Hill Country Day School is an independent, coeducational, college preparatory day school in East Greenwich, RI made up of 300 students in nursery through grade 12. To learn more about our community, please visit www.rockyhill.org. Our waterfront campus is on the Potowomut peninsula and offers a unique setting, where students and

faculty alike demonstrate a sense of energy, imagination, and entrepreneurial spirit. Rocky Hill Country Day School stands firmly behind the principle that the admission of students, the employment of faculty and staff, the operation of programs, and the governance of the School be open to all who are qualified regardless of race, creed, color, national origin, ethnic origin, or sexual orientation.

If this description speaks to you and you love working in a fast-paced and rewarding community, please send a cover letter and resume **BY EMAIL ONLY** to drich@rockyhill.org.