

NEW YORK SCHOOL FOR THE DEAF

555 KNOLLWOOD ROAD
WHITE PLAINS, NEW YORK 10603

(914) 949-7310 (V) (914) 259-8011 (VP) (914) 949-2331 (FAX)

POSITION DESCRIPTION

TITLE: Director of Facilities

REPORTS TO: Superintendent

DESCRIPTION: The Director of Facilities is responsible for coordinating and managing the planning, design, and construction program for the school in accordance with legal and educational requirements. Oversees all project planning, budgets, design, and construction, including responsibility for educational specifications, real estate, and environmental services.

MAJOR RESPONSIBILITIES:

- Supervises the overall functions of the maintenance and repairs of the buildings and grounds per all NYSD, local, state, and federal laws, rules, and regulations
- Oversees the technological infrastructure and systems within the school
- Supervises a staff of five in the maintenance department and two in the IT department
- Anticipates conditions that might affect the school's mechanical, electrical, plumbing, ventilation, and air conditioning and takes corrective action to avoid disruption of any of these services
- Develops, directs, and maintains an ongoing preventive maintenance program to ensure its effectiveness and efficiency for all of the school buildings and grounds
- Manage hardware, software, and network systems to ensure reliability and security
- Investigate the conditions of buildings on a daily basis
- Administer all maintenance records in electronic format, including schedules, future work plans, and all work performed and material changes
- Familiar with capital project management and the New York State bidding process
- Works with the Superintendent to develop and maintain a plan for capital improvements on campus and oversee implementation thereof
- Administers performance of design and construction contracts, coordinates and manages the efforts of architects/engineers and contractors to ensure attainment of specified quality standards for all contractual projects
- Assures all construction and maintenance project designs (plans and specifications) and work are reviewed, inspected, and accomplished in accordance with New York statutes, New York building codes, and New York Department of Education regulations
- Serves as liaison with government agencies and the general public in matters relating to school and facility construction, renovations, and environmental conditions
- Participates in and assists with design and construction litigation and dispute resolution.

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- Supervises and directs the maintenance program appropriate for Deaf students in keeping with the philosophy of the Superintendent and the Mission and Vision of the school
- Collaborates with the administrative team on environmental and safety issues
- Suggest changes and/or repairs to comply with school health and safety per all federal, state, local, and environmental laws, OSHA, rules, and regulations
- Required to ensure annual training and development for staff
- Responsible for staff training and development for maintenance and ground team in areas of federal and state laws, best practices, and workplace safety
- Submits bi-weekly reports to the Office of the Superintendent
- Utilizes applications for work automation and project management
- Performs other related duties as required

QUALIFICATIONS:

- Experience in and knowledge of facilities planning, construction, operation, and maintenance management
- Preferred related experience in and knowledge of state and local laws and regulations along with school facilities planning
- Ability to communicate ideas and information in written and oral format to administrative staff, professional colleagues, and the Board of Trustees
- Ability to supervise personnel
- Ability to estimate cost and work effort and submits reports
- Knowledge of basic American Sign Language or is willing to learn

SALARY: \$120,000 - \$150,000 Commensurate with experience.

APPLICATION DEADLINE: February 15, 2024

TO APPLY: Email cover letter and resume to employment@nysd.net or apply online at www.olasjobs.org

The New York School for the Deaf is an Equal Opportunity Employer