

## **Director of Facilities**

Berkeley Carroll is a Pre-K through grade 12 college preparatory school of approximately 1000 students located in the Park Slope section of Brooklyn in New York City. Our vibrant learning environment draws students from all over the city. Admission to the school is competitive and both our parents and students value achievement and community.

Berkeley Carroll is seeking a dynamic and experienced Director of Facilities to oversee the management and maintenance of our school's physical infrastructure. The candidate will work closely with the Chief Financial Officer (CFO) to provide strategic and operational leadership and advice and is responsible for contributing to strategy decisions. The ideal candidate will possess strong leadership skills, extensive experience in management of facilities teams, custodial services, HVAC systems, electrical, plumbing and a comprehensive understanding of project management and building management practices. This role includes oversight, scheduling and staffing of the facilities department, management of maintenance work orders, scheduling of preventative maintenance with outside vendors, inspections of the physical plant to ensure continuous functioning and compliance, and execution of capital projects in coordination with the CFO. This role requires a proactive individual who can ensure the safety, functionality, and efficiency of our facilities while aligning with the educational mission and values of our institution. A successful candidate is someone who will work collaboratively with the various school departments to understand their needs, and to participate in all facility capital projects by other departments. This role is a 12-month position and reports directly to the CFO.

### **Responsibilities:**

- Lead, oversee, self-perform as appropriate, and be accountable for the facilities team performance, including facilities staff and technicians to ensure the following responsibilities are performed.
- Hire, orient and evaluate a facilities team with a collective skill set customized to the school's needs.
- Develop and implement departmental policies, procedures, and protocols to ensure effective facility operations.
- Foster a culture of excellence, teamwork, and accountability within the facilities department.
- Oversee the furniture budget for the school including identifying furniture needs and working with faculty and staff to prioritize purchases based on curriculum requirements and student and faculty comfort.
- Oversee the school events calendar in coordination with the Facilities Manager and the Operations Associate.
- Coordinate with the facilities, security and catering team to support events planned by faculty, staff and Parent Association volunteers.

- Oversee the maintenance and repair of all HVAC systems, including heating, ventilation, and air conditioning units, to ensure optimal performance and energy efficiency.
- Conduct regular inspections of school buildings and grounds to identify maintenance needs, safety hazards, and compliance issues.
- Develop and execute preventative maintenance schedules to prolong the lifespan of equipment and facilities.
- In coordination with the Facilities Manager, oversee the Work Order CMMS system to ensure operational success, including planning, monitoring, reporting maintenance tasks, tracking work orders and scheduling maintenance.
- Manage the FMX Facilities database, keeping it up to date with the current status of preventative maintenance tasks and tracking assets.
- In coordination with the Maintenance Supervisor, manage the day-to-day operations of the school's physical infrastructure, including classrooms, offices, gymnasiums, pool, and outdoor spaces.
- Coordinate with external vendors and contractors for specialized maintenance, repairs, and renovation projects. Oversee their work and develop a strategy to cyclically rebid vendor contracts.
- Implement sustainable practices and initiatives to reduce the school's environmental impact and operating costs and make sure the school continues to comply with city and state requirements like LL97.
- Ensure compliance with local, state, and federal regulations pertaining to building codes, environmental standards, and occupational safety.
- Conduct regular training sessions for staff on safety protocols, equipment usage, and emergency response procedures.
- Develop and manage the facilities department budget, including forecasting expenses, monitoring expenditures, and identifying cost-saving opportunities.
- Prepare reports and presentations for senior leadership and the Board Building and Grounds Committee to communicate departmental performance, challenges, and strategic initiatives.
- Steward relationships with key external partners including borough municipal officials, law enforcement, neighbors.

#### Qualifications:

- Bachelor's degree in facilities management, engineering, architecture, business administration, or a related field – advanced degree preferred.
- Minimum of 8-10 years of experience in facilities management.
- Experience with budget management and capital forecasting.
- Knowledge and experience maintaining FDNY certifications.
- Ability to use DOB, FDNY, and other relevant filing websites.
- Strong technical knowledge of HVAC systems, building automation systems (BAS), and energy management systems (EMS).
- Knowledge of LL97 and other local laws.

- Experience and knowledge of implementing environmentally sustainable solutions
- Proven leadership experience with the ability to motivate, mentor, and develop a diverse team of professionals.
- Excellent communication skills, both written and verbal, with the ability to interact effectively with stakeholders at all levels.
- Detail-oriented with strong analytical and problem-solving abilities.
- Familiarity with regulatory requirements and industry best practices in facilities management, including building codes and safety regulations.
- Proficiency in computerized maintenance management systems (CMMS) and facility management software.
- Certified Facility Manager (CFM) or similar professional certifications encouraged.
- Affinity for a socially dynamic workplace, a community that strives for all of its members to be known and cared for.
- Fluency in Spanish is strongly preferred.

Berkeley Carroll is committed to creating an environment that includes a diversity of perspectives and to cultivating an equitable, inclusive learning community in which everyone has a true sense of belonging. Candidates with a demonstrated commitment to these values are especially encouraged to apply.

Salary and benefits are highly competitive and will be offered commensurate with experience and credentials. The salary range for this position is \$150,000-\$200,000. This full-time, in-person position is available for immediate hire.

Candidates should send a cover letter, resume with a list of references, and completed [Berkeley Carroll Employment Application](#) to Mike Vachow, Knuckle Ball Consulting, [mike.vachow@knuckleballconsulting.com](mailto:mike.vachow@knuckleballconsulting.com).