



marin
country
day
school

DIRECTOR OF FACILITIES

Reports to Assistant Head of Finance and Operations

Exempt, Full-Year Staff

About Marin Country Day School

MCDS School is an independent, K-8, co-educational day school enrolling approximately 590 students from across the Bay area, drawing equally from San Francisco and Marin. Our mission states:

Our school is a community that

Inspires children to develop a love of learning, thoughtful perspectives and a diversity of skills;

Nurtures in each of them a deep sense of respect, responsibility and compassion; and

Challenges them to envision and to work toward a better world.

We actively seek diversity in our administration, faculty and student body. As a school, we affirm that human diversity includes, but is not limited to: age, family structure, gender, gender identity and expression, race, ethnicity, national origin, religion, sexual orientation, socioeconomic class, physical ability, and learning style. As our Statement of Community and Inclusion indicates, "Ours is a Community that would be uncomfortable without diversity and, therefore, has been intentional about creating and nurturing a diverse group of adults and children who share the core values of respect, responsibility and compassion."

At MCDS, every employee is integral in creating a learning community in which all seek to improve as practitioners, learners and team members, and we support our outstanding faculty and professional staff through our strong professional development program.

Position Description

Protect, maintain and enhance the facilities and related assets of MCDS in a safe and efficient manner. Responsible for the maintenance, safety, appearance and cleanliness of buildings and grounds and ensure that the facilities are in compliance with current safety standards and policies.

Principal Responsibilities

- Provide leadership, supervision and support for the maintenance, landscaping and custodial staff. Set standards and ensure quality control. Encourage professional development of staff through training, goal setting and performance reviews.
- Assist staff in setting appropriate goals and provides support for their attainment.
- Protect, maintain and enhance the facilities and related assets of MCDS in a safe and efficient manner including buildings, grounds, furniture, fixtures and maintenance equipment and supplies. Maintain related plans and business documents.
- Coordinate and schedule routine, preventative maintenance and summer projects. Provide operational support to MCDS faculty, staff and parents for ongoing activities and special events.
- Jointly with the Assistant Head for Finance and Operations, develop operating and capital budgets for facilities, including annual, long term and project budgets. Responsible for cost and budget control; maintain records of all expenditures and provide regular reports to the Assistant Head for Finance and Operations.
- In conjunction with the Assistant Head for Finance and Operations, act as a resource for the Buildings and Grounds Committee of the Board of Trustees and its sub-committees, providing reports on all areas of the physical plant, bringing technical expertise, advice and experience in building and grounds management, planned maintenance, energy management and maximizing the use of the facilities.
- Takes on additional projects or responsibilities, as the Assistant head for Finance and Operations deems appropriate.

Environmental and Safety Responsibilities

- Responsible for code compliance programs as relates to the campus buildings.

- Collaborate with the Director of Safety and Security to ensure compliance with applicable federal, state and local environmental and safety regulations, including OSHA, EPA, etc.
- Regularly inspect all work areas to ensure that no safety hazards exist.
- Develop and implement strategies to minimize property loss.

Personnel Management

- Provide leadership for the entire facilities team by supervising and working alongside the team on daily projects.
- Coordinate custodial and maintenance work with the school's master calendar.
- Assist Director of Safety and Security in helping to develop procedures and protocols to deal with emergencies.
- Serve as liaison with outside vendors and contractors.
- Work closely with administrators and faculty to accommodate and facilitate their programmatic needs.

Requirements

- Minimum five years experience in facilities and personnel management, preferably in a school setting.
- Experience in maintenance, construction and project management.
- Demonstrated supervisory and leadership skills.
- Ability to negotiate and communicate with various outside contractors and vendors.
- Expertise in and an aptitude for administration, budgeting and scheduling.
- Strong verbal, written and interpersonal communication skills.
- Proficient computer skills in word processing, data management and financial reporting programs.

Opportunities

- Robust professional development program
- Faculty and Staff of Color Affinity Group called Fusion
- Active SEED (Seeking Educational Equity and Diversity) group
- Strong and supportive professional community with a growth mindset

MCDS is an equal opportunity employer and promotes the principles and practices of diversity throughout the school community. Compensation is competitive.

Contact

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MCDS
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