



Contact: Kenneth A. Geremia
Director of Operations
734.769.4010

kgeremia@greenhillsschool.org

FACILITIES MANAGER

Department: Facilities

FLSA: Salary, Exempt

Reports to: Director of Operations

Schedule: Full-time, 12-month

POSITION SUMMARY

Reporting to the Director of Operations, the Facilities Manager oversees all of Greenhills School's facilities related functions. They work closely with the Director of Operations and external stakeholders; provide strategic and operational leadership and advice; and are responsible for contributing to strategy decisions. The Manager has three direct reports on the facilities and custodial crew, including two custodians and a groundskeeper. The Manager indirectly oversees the work of numerous contract staff.

Greenhills School is eager to consider applications from groups traditionally underrepresented in independent school communities. We want a diverse mix of talented people who want to join us who bring joy and good humor to our classrooms, fields, and offices, work collaboratively with colleagues, and seek and respond to feedback. We pride ourselves on being a warm and welcoming inclusive community.

SKILLS AND QUALIFICATIONS REQUIRED

- Five years related managerial experience and mechanical knowledge of machinery, safety codes and regulations.
- A valid Michigan driver's license with a satisfactory driving record.
- Possess an understanding and basic skills in electrical, heating/cooling systems, ventilation, and plumbing, and a basic knowledge of safety codes and regulations.
- Experience in estimating maintenance and repair costs..
- Must be able to recruit, hire and train qualified personnel.
- Speak and communicate effectively with a wide range of constituencies across the institution (Head of School, CFO, Director of Operations, contractors and trades workers, students, parents, and employees).
- General familiarity with computers; email, internet, spreadsheet applications and word processing software.



DUTIES AND RESPONSIBILITIES

- Maintain integrity of the School's physical assets by overseeing planning, renewal, and general maintenance repair.
- Oversee all maintenance and upkeep of a 144,000 square foot school building, including 48 classrooms & labs, a dining hall, a library, a 500 seat theater, various common spaces, and 2 gyms.
- Oversee all maintenance and upkeep of a 30 acre campus. The grounds include 1 synthetic turf all-purpose athletic field, 1 natural turf field, 1 softball diamond, 8 tennis courts, and 1 natural turf practice field.
- Oversee maintenance, repair, and upgrade projects that include carpentry, painting, locks and keys, plumbing, electrical, roof and HVAC. Facilitate and direct outside contractors when necessary and ensure they are in compliance with all School policies and procedures, as well as state and local regulations.
- Establish and maintain a routine building maintenance schedule.
- Ensure full compliance with environmental health and safety regulations and interface with various town, state, and federal agencies.
- Recruit, select, train, and evaluate all employees for the facilities and custodial department. Monitor and address employee time, attendance, time off, performance and disciplinary issues.
- Make and oversee routine and daily work assignments, and make procedure or assignment adjustments as needed.
- Available to respond remotely or in person to emergent situations.
- Coordinate the set-up and take-down for daily school activities and campus events; including after-school, weekend, and special events (e.g. graduation, alumni weekend, etc).
- Maintain the tools and equipment necessary to support the maintenance requirements of the school.
- Maintain a clean and safe working environment, ensuring the safety of our employees and students.

PHYSICAL REQUIREMENTS TO PERFORM THE ESSENTIAL FUNCTIONS

- Physical agility to frequently lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, stoop, sit on the floor, stand, walk and reach overhead.
- Must be able to ascend and descend stairs and uneven terrain.
- Work in and exposed to outdoor weather elements.
- Greenhills School property is a tobacco-free environment.
- Office environment.
- Repetitive motion, use of a keyboard.



ADDITIONAL INFORMATION

Interested candidates should submit a letter of interest and resume to the Director of Operations, Ken Geremia. kgeremia@greenhillsschool.org

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This position description is subject to change at any time.

Greenhills School is an “at-will” employer and this job description is not intended to create an employment agreement or contract.

Greenhills School is an Equal Opportunity Employer.

Greenhills School does not unlawfully discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other School-administered programs, or in the administration of its hiring and employment practices.