



# ST. ANNE'S EPISCOPAL SCHOOL

Job Title:	Director of Facilities
Reports To:	Chief Financial and Operating Officer
FLSA Status:	Exempt
Salary:	\$95,000 - \$115,000 Annually
Anticipated Start Date:	Immediately

## ABOUT ST. ANNE'S EPISCOPAL SCHOOL

St. Anne's Episcopal School is a vibrant, independent PS-8 co-educational community located in the heart of the Denver metro area, serving 430 students. Our culture fosters belonging, growth, and academic excellence, all rooted in our values of integrity, character, and service. Graduates of St. Anne's know themselves, care for others, and strive to improve their communities.

## MISSION

Grounded in our founding values, we cultivate a community of curious and compassionate learners who are inspired to serve and enrich our world.

## POSITION DESCRIPTION

St. Anne's Episcopal School is pleased to announce an opening for a full-time Director of Facilities. This position is currently open to start as soon as possible.

Reporting to the Chief Financial and Operating Officer (CFOO), the Director of Facilities is responsible for the care and maintenance of our school's facility, which comprises 7.5 acres of grounds and over 110,000 square feet of campus buildings. The Director should have an extensive background in HVAC, electrical, plumbing, custodial care, and related infrastructure that is consistent with an independent school. This role includes oversight, scheduling, and staffing of the facilities department, management of maintenance requests, scheduling of preventative maintenance and inspections of the facilities to ensure continuous functioning and compliance, execution of capital projects in coordination with the CFOO, and oversight of the school's transportation program. Success in this role will require the ability to balance daily work requests, ad-hoc event set-up requests, long-term projects, and unexpected emergencies. A strong working relationship with the school leadership is critical. Evenings, weekends, and school breaks are sometimes required to meet the needs of the school and community.

## OVERALL RESPONSIBILITIES AND EXPECTATIONS

- Direct, supervise, develop, and evaluate facilities department personnel. Establish and maintain a positive and productive working environment, including regular staff meetings with the facilities department.
- Assist with recruitment, interviewing, and selection of department personnel.
- Create and maintain department schedules to ensure adequate staffing and completion of all support requests.



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- Oversee inventory control for all general supplies and equipment needed for repairs and grounds.
- In partnership with the CFOO, solicit bids, evaluate, and recommend outside contractors as necessary to perform facility or maintenance tasks. Supervise the work of outside contractors, including cleaning services, to ensure timely and accurate completion of tasks, as well as compliance with contractual agreements, municipal codes, safety standards, and School policies and procedures.
- Conduct routine inspections of all campus facilities for maintenance and custodial needs, performing these on a periodic basis. Schedule, implement and manage a preventive maintenance program for all machinery and equipment, including all regular facility and equipment inspections.
- Serve as maintenance on-call as necessary and take a leadership role when responding to campus emergencies, including nearby resident or community emergencies as needed.
- In partnership with the CFOO, ensure timely completion of regular Facility Condition Assessments and develop a priority list for building maintenance, including the preparation of cost estimates.
- Submit and manage an annual budget for facilities operations, maintenance and capital improvements.
- Actively work to ensure compliance with environmental rules and regulations, identify and implement energy-saving measures, and seek out opportunities to further St. Anne's position as a leader in environmental sustainability practices.
- Ensure facility readiness for day-to-day events as well as special events. Must be present at after-hours events to coordinate activities including Grandparent and Special Friends Day, Graduation, annual fundraising events, and various Board of Trustee events.
- Oversee the School's transportation program, including the maintenance of all school vehicles (buses, tractors, carts, and vans).
- Ensure that health and safety requirements are met for all equipment used for food services.
- Create and maintain a plan for campus safety during inclement weather, including snow removal.

## IDEAL QUALIFICATIONS

- Outstanding communication, problem-solving, and management skills.
- Ability to thrive in a diverse community and commitment to working in a close-knit organization dedicated to the success of our students.
- A bachelor's degree or equivalent job-related experience is required, with a minimum of ten years of full-time professional experience in facilities.
- At least three years of supervisory experience involving public organization facilities maintenance, operations, and/or construction.
- Working knowledge of local, state and federal laws related to the operations and maintenance of school facilities.



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- Proven success developing and balancing an annual budget.
- Experience with cost estimation of remodeling and facilities improvement projects.
- Experience designing and implementing preventative maintenance programs.
- Knowledge of building management systems, including HVAC and fire alarm controls.
- Proficiency with technology, including spreadsheets, databases, inventory and project management software.
- Possess and maintain a valid Driver's License.
- Previous experience with large capital projects and knowledge of implementing environmentally sustainable solutions a plus.

## WORKING CONDITIONS

- Environment: indoor/outdoor, all weather conditions.
- Physical demands: Able to sit, stand and frequently lift equipment and materials weighing up to 50 pounds, crawl, climb ladders, twist, turn and reach in completing a variety of job duties.

St. Anne's Episcopal School is committed to creating a supportive learning environment where all individuals are valued for their unique contributions and are able to achieve their highest potential. We strongly believe that a diverse and inclusive environment is the best learning environment for our students and prepares them to live, work, and thrive in an increasingly global and multicultural community. We reject all prejudice, particularly those based on race, national and ethnic origin, religion, socioeconomic status, gender identity, sexual orientation, and physical characteristics.

St. Anne's believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender or gender identity, national origin, age, sexual orientation, ancestry, disability genetic information, veteran status, or any other characteristic protected under federal, state or local anti-discrimination laws. The school's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotional opportunities, training, discipline, and all other terms, conditions, and privileges of employment.

## SALARY RANGE & BENEFITS

\$95,000 - \$115,000 Annually

St. Anne's offers a competitive benefits package that includes medical, dental, and vision coverage, 403(b) retirement inclusion, long-term disability, life insurance, free lunch, and tuition assistance.

Interested candidates can send their cover letter (required), resume and list of references to Rene Reynolds, Director of Human Resources, at [recruiting@st-annes.org](mailto:recruiting@st-annes.org).