



### **Director of Campus Facilities - Providence**

The Wheeler School, a co-ed. N-12 independent day school of approximately 800 students in the College Hill neighborhood of Providence, RI, is seeking a Director of Campus Facilities - Providence. Founded by visionary educator and artist Mary C. Wheeler in 1889, Wheeler is a school committed to challenging academics, a rich performing and visual arts curriculum, and innovation. Our urban campus is supplemented by a 120-acre farm campus, which is the site of seven fields, tennis courts, a field house, and provides many experiential learning opportunities for students of all ages.

This is a full time, exempt position, which is assigned to the Providence Campus and reports to the Chief Operating Officer. The position is responsible for directing buildings and grounds maintenance, construction, and custodial services to the Providence Campus and responding to the property management needs of those who use the property.

#### **Primary Responsibilities:**

- Responsible for identifying and addressing buildings and grounds maintenance needs and determining the resources required, time needed, and associated repair costs.
- Provide oversight and approval of recorded work hours for payroll, attendance records, invoice payments, certificates of insurance, purchase orders, and inventory records.
- Recruit, select, train, supervise, and evaluate subordinate employees subject to the approval of the Chief Operating Officer.
- Procure contractors by prescribed procedures and supervise and evaluate the quality of services provided.
- Enforce all school policies and procedures contained in the School's Employee Handbook.
- Responsible for seeing that personnel are available to respond to emergency situations 24/7 every day of the year.
- See that program activities are adequately staffed and have the proper equipment and logistical support needed to accomplish their objectives. .
- Prepare and manage a multi-year operating and capital improvement budget for the Providence Campus subject to the approval of the Chief Operating Officer and Chief Financial Officer.
- Responsible for health and safety in the workplace and minimizing potential risks.
- Maintain and replace all small and large equipment and vehicles when necessary.
- Assist the Chief Operating Officer as Owner's Representative in all major construction projects.
- Document and maintain records, plans, drawings, and specifications of all maintenance and major construction projects.
- Provide guidance and feedback in the planning and design phases of projects.

- Serve as principal contact with City and State health, fire safety, building, and code enforcement inspection officials.
- Ensure that all permits, certificates, and licenses required by the building and fire codes are renewed on a timely basis and tests are conducted of all fire safety mechanisms and sprinklers pursuant to code.
- Responsible for filing annual asbestos abatement reports to State Department of Health officials.
- Manage a staff training program to continually improve the skills of the maintenance staff.
- Conduct and record annual fire evacuation and stay in place drills. Serve as a member of the Crisis Management Team and Safety Committee.
- Monitor energy efficiency and recommend investments in equipment and measures that would result in energy savings.
- Supervise the Manager of Custodial Services who is responsible for cleaning and housekeeping services of all School facilities on both Providence and Seekonk campuses.

### **Employment Requirements:**

10+ years progressively responsible supervisory and hands-on experience in building construction and maintenance work or any combination of training or experience in these fields. A related Degree in engineering or construction management or Certification as a Plant Engineer preferred. Boiler Operators License, Pesticide Applicator License

**How to Apply:** Interested candidates should send a cover letter and resume to Ian Moorhouse, Chief Operating Officer, at [ianmoorhouse@wheelergmail.org](mailto:ianmoorhouse@wheelergmail.org) and cc [careers@wheelerschool.org](mailto:careers@wheelerschool.org). Applications will be accepted until the position is filled.

### **Statement on Diversity and Cultural Competency At Wheeler**

We actively seek students, faculty, and staff from diverse backgrounds in the belief that a broad range of experiences and viewpoints enhance learning, enriches life on campus, and better prepares us all for full participation in a pluralistic, democratic society. We seek to further the overall diversity and cultural competency within our community through hiring.

*The Wheeler School is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin or disability, and any other category protected by federal, state or local law.*