



## WHEELER

**Title:** Assistant Director of Campus Facilities - Providence Campus

**Department:** Operations

**Reports to:** Director of Campus Facilities

**Exempt Status:** Exempt

**Position Status:** Full-Time

**Last Updated:** 3/5/2024

The Wheeler School, a co-ed, N-12 independent day school with city and farm campuses serving approximately 800 students in the Greater Providence and Greater Boston areas, is seeking an **Assistant Director of Campus Facilities** to join our Operations team.

Ideal candidates for faculty and staff positions at Wheeler are people with a sense of humor, warmth, and humility. They are excellent communicators, with empathy for others and an ability to listen and respond with good intuition. Ultimately ambitious and hard-working, committed to supporting students by offering help and creating new opportunities. In the end, employees at Wheeler love to spend their days with young people and will enjoy all that Wheeler has to offer: creativity, energy, dynamic, and diversity.

### General Description

This is a full-time, exempt position assigned to the Operations Department. The **Assistant Director of Campus Facilities** reports directly to the Director of Campus Facilities. The person in this position functions in a "lead working supervisor" role, generally working independently under established guidelines and with minimum supervision, assisting the Director of Campus Facilities with work order facilitation, building use, coordinating vendor and Maintenance team service efforts, and supervising all work performed on campus. This hands-on working position requires skilled work with daily facility and grounds maintenance service as instructed by the Director of Campus Facilities. All members of the Operations Department are "essential personnel" and are tasked with being first responders to crisis management situations that may arise, including fire, chemical spills, active shooter, power outages, and weather-related emergencies.

### Primary Job Responsibilities

- Plans, assigns, and supervises daily, weekly, and preventative maintenance activities in accordance with the workflow set forth by the Director of Campus Facilities and documented through the Asset Essentials maintenance request system.
- Establishes and develops appropriate security policies, procedures, and guidelines to provide safety and security of life and property on and off campus, including overseeing training and drills.
- Assures completion of all assigned maintenance staff and vendor repair/project tasks by monitoring work progress, inspecting work performance, providing corrections of any deficiencies as necessary,

and redirecting work efforts to meet critical and/or necessary work requirements to meet assigned completion targets.

- Assists with developing a competent and efficient maintenance workforce by conducting annual, and as needed, training of departmental personnel in the proper use of test equipment, hand and power tools, shop safety, and demonstrating appropriate work methods in compliance with OSHA regulations.
- Runs monthly performance reports on Asset Essentials, tracking individual maintenance staff efficiency.
- Manages the Event Manager space using schedule software; under the guidelines set forth by the Director of Campus Facilities, the Assistant Director of Campus Facilities evaluates logistics for the appropriate response and staff assignment in support of campus events.
- Manages the School's inventory of used furniture and equipment and assists the Director of Campus Facilities with replacing and disposing of classroom and office furniture.
- Performs skilled maintenance work (as required) in the installation, operation, maintenance, modification, service, and repair of electrical, heating, ventilation and air conditioning, plumbing and refrigeration, and building systems by inspecting and testing elements of those systems to locate and diagnose faults and malfunctions, troubleshooting and/or performing required repairs, and providing an estimate of repair (and/or replacement) costs beyond the capability to perform.
- Performs, in addition to supervising the maintenance staff, the performance of emergency routine maintenance and inclement weather operations on campus.
- Identify and advise the Director of Campus Facilities on campus deficiencies and/or needs, the need for supplies and materials required to accomplish daily tasks and special projects, and initiate a purchase of needed items to replenish inventory or for special one-time projects. Advise the Director of Campus Facilities regarding potential shortages, recommended replacement items, or related equipment needs.
- Maintains the Shop SDS binders/HAZCOM and enforces federal regulations governing environmental protection, hazardous waste disposal, and the use of chemical substances and materials.
- Under the guidance of the Director of Campus Facilities, the Assistant Director of Campus Facilities coordinates the response and is actively present with the proper resources in all snow removal operations and other emergency management tasks.
- Responsible for the readiness of all campus buildings each morning and reporting concerns immediately that would prevent the safe occupation by students, faculty, and staff.
- Reports staff attendance to the Director of Campus Facilities for payroll reporting purposes.
- Is assigned to the 24/7 alarm call list and is responsible for responding to or coordinating a response to resolve the situation.
- Coordinates and is on site for School sponsored events on nights and weekends as determined by The Director of Campus Facilities.

## **Job Requirements**

- Be available off-hours to respond to emergency management tasks.
- Required to carry a School phone for direct communication 24/7.
- Work will be performed inside and outdoors, depending on the assignment.
- Physical activity required, including lifting heavy objects, climbing ladders and stairs, walking long distances, and standing for extended periods of time.
- Strong knowledge of custodial cleaning practices.
- Must be able to read and interpret blueprints, schematics, and wiring diagrams.
- Supervisory skills and administrative ability are required. Computer literacy is required.

- Commitment to developing one's skills and knowledge to be able to contribute to the advancement of equity and inclusion within the Wheeler community.
- Work is sometimes necessary in uncomfortable or cramped positions in extreme temperatures.
- Operate power equipment, hand tools, mowers, trucks, plows, snow blowers, generators, and leaf collectors.
- Visually inspect, detect, and correct safety hazards that are potential liabilities.
- Be familiar with applicable school policies and procedures and ensure compliance with them.

### **Training, Education, and Experience Qualifications**

- 10+ years of progressively responsible experience in all areas of Facilities Operations Management; maintenance work with proficiency in building, mechanical, electrical, and HVAC trades.
- Mechanical operator license preferred.
- EMS certification preferred
- 5+ years of progressively responsible supervisory experience in Facilities Operations Management trades, as mentioned above.
- Current Driving License
- Effective interpersonal and communication skills are a necessity.

To apply, send a cover letter and resume by April 30 to Bob Pacheco, Director of Campus Facilities([bobpacheco@wheelerschool.org](mailto:bobpacheco@wheelerschool.org)) and cc [careers@wheelerschool.org](mailto:careers@wheelerschool.org).

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

We actively seek students, faculty, and staff from diverse backgrounds, believing that a broad range of experiences and viewpoints enhances learning, enriches life on campus, and better prepares us all for full participation in a pluralistic, democratic society. We seek to improve our community's diversity and cultural competency 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.*

To learn more about Wheeler, please visit [www.wheelerschool.org](http://www.wheelerschool.org) and our [Careers](#) page here.

### **About The Wheeler School:**

Founded in 1889 by visionary artist and educator Mary C. Wheeler, The Wheeler School is an N-12 independent day school of approximately 800 students throughout Greater Providence and Greater Boston. Wheeler's mission, "to learn our powers and be answerable for their use," is incorporated into our classrooms, athletic fields, art studios, and STEAM labs, as students are encouraged to think deeply and explore the world on and beyond our two campuses in the College Hill neighborhood of Providence, Rhode Island, and our 120-acre farm in Seekonk, Massachusetts. Across Wheeler's campuses and grades, dedicated faculty and staff identify students' learning path and passions, challenging and supporting them in pursuit of academic excellence, artistic expression, and personal growth. Our graduates are prepared for college and life as creative, ethical, and engaged global citizens. Wheeler is also home to The Hamilton School, where skilled faculty meet students' learning differences with the individualized instruction that leads to success.