

Facilities Manager for The da Vinci School

The da Vinci School is a private, not for profit preschool and kindergarten in north Dallas which has been in operation for 35 years. Our curriculum is science based. The da Vinci School community is close-knit and engaged. All members of the da Vinci School staff interact with parents and children daily.

We are currently looking for a full-time Facilities Manager who will implement systems and procedures to ensure the safety and upkeep of the school. We are extremely proud of our campus that was built to be both environmentally and ecologically responsible. All of our landscape is native and drought resistant. Since construction was completed in 2010, The da Vinci School has maintained its LEED Certified campus status.

All employees undergo background checks and meet Texas Childcare Licensing requirements including a negative TB test.

Essential Functions of the Position

- Oversee the daily operations of the school.
- Perform regular hands-on maintenance and repair of facilities and equipment.
- Manage and oversee the security of the school (access, alarm systems, cameras, etc.).
- Manage and oversee the maintenance of the school facilities (HVAC, plumbing, electrical, fire systems, etc.).
- Manage and oversee janitorial services to ensure clean and sanitary school conditions.
- Ensure school-wide compliance with health laws, state education mandates, licensing, building codes, safety requirements, and all federal and state workplace regulations.
- Coordinate the completion of all phases of the life cycle for maintenance and facilities projects.
- Provides regular reports for the purpose of conveying information including but not limited to: projects, maintenance issues and property/high-value items to the head of school.
- Develop performance metrics to create continuous improvement of process, procedures and practices to maintain optimum performance.
- Available on a 24/7 basis for weather emergencies and crisis events.

Knowledge and Skills

- Knowledge of the systems and procedures required to operate an early childhood school facility
- Knowledge of common laws, policies and regulations pertaining to early childhood schools
- Working knowledge of Microsoft Office (Word, PowerPoint, Excel) and videoconferencing software
- Ability to use basic tools to assemble school items and make basic repairs as needed
- Strong ability to plan, develop a strategy, organize, prioritize, work under time constraints, and be flexible in an environment of multiple tasks and changing priorities
- Sufficient interpersonal and communication skills to relate well across multi-cultural, multi-experience, multi-background audiences including students, staff, administration, parents and the community
- Strong critical thinking skills and the ability to apply empirical principles and procedures in work performed
- Eagerness to learn, openness to feedback, and confidence in giving feedback
- Team player who is mature, humble, has a strong work ethic, and follows through
- Previous experience managing out-sourced services such as landscaping, HVAC maintenance or pest control.

Physical Requirements

- Moving objects up to 50lbs.
- Ascending or descending ladders.
- Moving self in different positions to accomplish task in various environments.
- Repeating motions that may include the wrists, hands and/or fingers.
- Communicating with others to exchange information.
- Assessing the neatness, accuracy and thoroughness of work.
- Operate machines and power tools.