



# ST. MARY'S SCHOOL FOR THE DEAF

## POSITION:

### **Director of Facilities (non-union, Administration)**

Buffalo, New York

DESIRABLE QUALIFICATIONS: Preference will be given to candidates who possess the following:

- Bachelor's degree in degree in facilities management, engineering, or property management, preferred; or High School diploma with four years' experience in general building construction, building maintenance or repair work or a combination of training and experience that is equivalent.
- Three to five years' experience in maintenance engineering position/and or supervision of construction projects.
- Must possess the necessary licenses required by trade organizations, various safety departments; a First-Class Stationary Engineer license, is preferred.
- Must be familiar with various codes pertaining to electric, plumbing, HVAC, life safety, etc.
- Must be proficient in Sign Language to communicate with staff members and students or have the willingness to train toward successful completion of a Sign Language Proficiency Interview (SLPI) at the proficiency level defined for each position as determined by SMSD
- Must have a positive customer service attitude for all contractors and staff members.
- Must be well organized with excellent follow-up and communication skills.

## MAJOR RESPONSIBILITIES

- Directly supervises employees in the Maintenance & Grounds Department. Hire, train, evaluate and delegate responsibilities to staff members. Monitor productivity & provide discipline, as necessary.
- Responsible for the repair, preventative maintenance, and operation of the school. Maintain building and site equipment for proper operation do repair work or call for outside services as needed. Maintain building according to NYS Building codes. Building systems including but not limited to air conditioning and heating systems, electronic controls, energy management systems, transformers, switchgear, elevators, plumbing fire alarm and security systems.
- Perform general maintenance repairs such as basic carpentry repairs, floor repairs, minor plumbing and electrical repairs, painting and plaster repairs, light bulb/tube and ballast replacement, and other related building repairs or maintenance.
- Oversee work performed by all service contractors relating to HVAC and other various building mechanical equipment. This includes monthly reporting of performance, completion of maintenance logs and physical inspection of the building and all building equipment. A hands-on approach is required.

- Supervise and lead building engineering and maintenance staff in duties requiring physical labor including the correction of emergency conditions such as sewer backups and floods, snow removal, cleaning of office equipment, grounds maintenance and cleaning, set-up for special school events and other related tasks.
- Inventory building equipment and purchase supplies as needed following Business Office procedures.
- Coordinates work with the Housekeeping Sub-Contractor to manage the housekeeping function and insure cleanliness of building. Oversee daily work.
- Responsible for ensuring that all work order items, employee requests and all other maintenance items are completed and/or serviced on a timely basis.
- Inspect property daily to ensure that the building and all equipment are in good operating order and appearance.
- In role of Fire Safety Director, schedule and coordinate fire drills, fire system testing and elevator inspections.
- Maintain and monitor 19A Driver Requirements.
- Schedule all DOT vehicle inspections. Schedule vehicle service and repairs.
- Coordinate with the school driver the daily/weekly driving schedule.
- Follow safety procedures and maintain a safe school environment.
- Maintain disaster preparedness by collaborating closely with School and Center Management to identify potential problems, develop response plans and manage crises.
- On a 24-hour on-call basis, respond as necessary to any building emergencies.
- Attend all meetings as required
- Performs other duties as assigned.

Salary based experience and licensing: \$65,000 - \$90,000

To apply, contact Mary DeStefano, Director of Human Resources, at [maryd@smsdk12.org](mailto:maryd@smsdk12.org)

AN EQUAL OPPORTUNITY EMPLOYER