the Hockaday School

Available Position: Director of Facilities
Department: Operations
Reports to: Chief Operations Officer
FLSA Classification: Exempt (Salary)
Full/Part-time: Full-time (12 months)
Date Posted: June 16, 2022
Start Date: July 2022

About The Hockaday School:
The Hockaday School is an independent, college preparatory school for girls of strong potential and diverse backgrounds who may be expected to assume positions of responsibility and leadership in a rapidly changing world. With an enrollment of more than 1,100 students, The Hockaday School is the nation’s largest prekindergarten through grade 12 independent girls’ school. Ranked among the country’s finest college preparatory schools, it was founded over a century ago and continues today to build on its original Four Cornerstones: Character, Courtesy, Scholarship, and Athletics.

Hockaday’s faculty are recognized as experienced leaders in their field and students in every grade benefit from outstanding faculty and access to unmatched resources. Families who choose Hockaday care deeply about providing their daughters with a comprehensive and rigorous education, both inside and outside the classroom. Hockaday’s student body reflects the diversity that is deeply valued by the School. While most Hockaday families come from across the greater Dallas-Fort Worth area, Hockaday students also come from across the United States and around the world.

Position Description:
Hockaday is seeking an experienced Director of Facilities to further the mission of the School by directing and coordinating activities related to the physical plant, consisting of over 450,000 square feet and 88 acres. Activities include the continued implementation of the facilities master plan, the construction and maintenance of facilities, the procurement of materials, supplies, equipment, and services, and the management of the transportation fleet and facility vendors. In addition, the Director supervises 20 maintenance and six housekeeping personnel.

Essential Functions:
• Develops and executes strategy for maintenance and operation of the campus
• Collaborates with program and staff leadership, to understand special needs and maintain quality in support of the mission (e.g. academic leaders, food service, athletics, technology, security)
• Schedules and manages regular preventive maintenance on all building systems, including MEP, roofs, finishes, safety and monitoring systems, and other equipment
• Oversees the scheduling, use, and maintenance of busses, vans and other school owned vehicles
• Monitors the safety and cleanliness of interior and exterior areas, such as offices, conference rooms, parking lots and outdoor recreation spaces
• Organizes, schedules, and supervises all repair and construction projects, with sensitivity to School seasonality and operational needs
• Selects third-party maintenance contractors and manages the fulfillment of their contract obligations, including quality control of their work
• Ensures compliance with local, state, and federal regulatory requirements, including work safety regulations. Oversees inspections of all building systems as needed for compliance (boiler, fire alarms, elevators, etc.)
• Creates and manages annual operating budget and capital renewal (PPRRSM) budget for facilities department in conjunction with the COO
• Posseses an understanding of central heating and cooling through experience with central plant chillers, boilers, controls, and distribution
• Gathers, analyzes, and reports data that measures and demonstrates performance of the Facilities Department using the CMMS
• Supervises the facilities support of campus events (e.g. setups and takedowns)
• Participates constructively in the strategic development and management of the campus (e.g. master plan, zoning compliance, utilities services, and energy management)
• Hires, schedules, and supervises all building and grounds maintenance staff as well as the Housekeeping Manager
• Develop and/or coordinate training in facility maintenance and safety methods, procedures, and techniques.
• Must be able to anticipate needs, possess excellent organizational skills and be able to multi-task to successfully manage multiple activities and projects concurrently
• Posseses great time management, organization, and prioritization abilities
• Must be detail-oriented, possess solid analytical and problem-solving skills, and sound decision-making skills.
• Must keep up with current trends, technologies, and developments in the field of facility maintenance and incorporate these as appropriate
• Assists the COO with special projects, as required
• Other duties as assigned

Qualifications/Experience:
• College degree or equivalent experience required, preferably in one of the following disciplines: Industrial Management, Construction Management, Project Management, Civil, Mechanical or Electrical Engineering, or Architecture
• Ten years of related technical work experience is required, including a minimum of five years experience in an educational setting. Related experience could entail construction, plant engineer, or facility management
• Proven personnel management skills and contractor management experience, with aptitude to judge quality of performance in all major technical trades and personal experience in at least one technical trade (carpentry, mechanical, electrical, structural)
• Experience with and proven understanding of the management of central plant chillers and boilers, controls, and distribution
• Technology skills sufficient to prepare reports in Excel and Word, and aptitude to operate BAS (building automation system). Related experience with databases sufficient to comfortably apply the CMMS features
• Communication skills (oral and written) and confidence in conveying information to all types of members of the community, including teachers, administrators, trustees, parents, and students
• Ability to adapt behavior to function effectively in the institution’s culture, including those specific to the School and its traditions
• Experience with and proven skills in managing grounds and athletics field maintenance
• Proven skills in energy management and conservation
• Commitment to the School’s needs and readiness to respond 24/7/365 as reasonable and necessary
• Must have the ability to work in a school environment through satisfactory completion of all legally required and School-required background and screening checks and verifications, including criminal and sex offender background checks.
Training:
- Participate in all requisite School trainings prior to the start of the school, and throughout the School year.
- Attend required staff development and training sessions throughout the year.
- Attend periodic in-service meetings.
- Acknowledge receipt of the current Employee Handbook and are responsible for reviewing the contents and abiding by rules, policies and procedures stated in the Handbook or otherwise by the School.
- Abide by Hockaday’s Code of Ethics and Conduct.
- Commit to the ideals expressed in Hockaday’s Tenets of Staff Excellence.

Physical Requirements and Work Environment:
- Regularly works in standard office or classroom conditions and climate, and frequently works outdoors in varying weather conditions and climate.
- Vision - Regularly uses close and distance vision, including working at a computer screen for extended periods of time.
- Movement - Frequently required to move around the office; works at a desk for extended periods of time; occasionally moves around campus, ascends ladders, etc.
- Lifting - Ability to frequently move items weighing up to 50 lbs. across the campus/classroom/office.
- Mental – Sometimes works in an occasionally highly stressful environment, effectively dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts with stamina to maintain attention to detail despite interruptions.
- Flexibility - Ability to regularly work flexible hours to support before and after-school or weekend events.
- Crawl, climb ladders, twist, turn, and reach in completing a variety of job duties.
- Work in wide variety of environments as found in all areas of the School.
- Ability to maintain appropriate boundaries with students, fellow staff, and community members.

Limitations and Disclaimer:
The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration’s assignment of essential functions; and nothing in this herein restricts administration’s right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

Application Requirements:
Qualified candidates should complete an online application for employment under How to Apply at https://www.hockaday.org/about/employment and attach a cover letter and résumé. You will receive an email confirming receipt of your application and additional details to complete the application process. Contact recruitment@hockaday.org with any questions.

The Hockaday School is an equal opportunity employer. It is our policy not to discriminate, and to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, sexual orientation, creed, religion, national origin, ethnicity, age, disability, veteran status, or other applicable protected classification.