



Director of Facilities

Reports To: Chief Financial Officer

Status: Full-time, 12-month, Exempt

Areas of Focus: Facilities, Maintenance, Grounds, Custodial Services, Safety, Transportation, Housing, and Campus Support

Summary: The Director of Facilities is a key institutional leader responsible for the strategic direction, daily management, and continuous improvement of Indian Mountain School's two-campus physical plant and related operations. The Director leads the Facilities team and oversees outside contractors and service providers supporting maintenance, grounds, custodial services, physical security systems, transportation, School-owned housing, and campus events.

The Director ensures that buildings, infrastructure, vehicles, residences, athletic facilities, and outdoor spaces are safe, reliable, well maintained, and prepared to support the School's academic, residential, athletic, and community programs. The Director is expected to be a visible, hands-on, highly organized leader who develops people, anticipates needs, establishes clear plans and schedules, communicates proactively, and follows work and projects through to completion.

Responsibilities

Strategic Leadership, Planning and Management

- Set the strategic and operational direction of the Facilities department, establishing clear goals, service standards, priorities, and accountability
- Develop multi-year, annual, seasonal, and weekly operating plans aligned with the School's strategic priorities, campus master plan, program calendar, and facilities needs
- Serve as a trusted partner to the CFO and senior leadership on facilities, campus safety, risk management, property use, sustainability, and long-term capital needs
- Lead and develop the Facilities team by recruiting, onboarding, scheduling, supervising, evaluating, and coaching employees; addressing performance concerns; recognizing strong work; and supporting professional growth and specialization in relevant trades
- Foster a respectful, inclusive, service-oriented work environment and ensure employees maintain the training, licenses, and certifications required for their safety, equipment, vehicle, and job responsibilities

- Use the Computerized Maintenance Management System (CMMS), building-system data, utility information, inspections, and other operational measures to identify trends, establish priorities, and improve performance
- Maintain clear and timely communication with School leadership and the broader community regarding projects, outages, schedule changes, safety concerns, and other facilities matters that affect campus operations

Facilities Operations and Management

- Oversee the inspection, maintenance, repair, and improvement of all campus buildings, infrastructure, athletic fields, roads, walkways, equipment, and outdoor spaces
- Develop and manage preventive-maintenance, inspection, work-order, and replacement programs for HVAC, plumbing, electrical, fire-protection, roofing, building-envelope, controls, finishes, vehicles, and other major systems and equipment; ensure identified deficiencies are prioritized, assigned, documented, and completed
- Maintain accurate records of building systems, equipment, warranties, inspections, permits, service agreements, maintenance schedules, drawings, and completed work
- Plan proactively for snow and ice removal, grounds and athletic-field care, seasonal openings and closings, and severe-weather preparation
- Monitor building automation and energy-management systems and identify opportunities to improve reliability, conservation, operating efficiency, and utility costs
- Ensure compliance with applicable building, fire, environmental, health, workplace-safety, accessibility, transportation, and other requirements, including required inspections, testing, permits, and corrective work for life-safety and regulated building systems
- Maintain appropriate environmental health and safety programs and records, including OSHA-related practices, hazard communication and Safety Data Sheets, hazardous material handling, air quality, contractor safety, and applicable testing and reporting
- Serve on the School's emergency-response team and lead facilities preparedness and response for campus disruptions; maintain current contacts, utility-shutoff information, response procedures, critical vendor resources, and recovery plans; and coordinate with School leadership and appropriate external partners
- Oversee the physical-security infrastructure of the campus, including keys, locks, access-control systems, alarms, cameras, and related equipment, in collaboration with School leadership
- Maintain standards for the cleanliness, sanitation, appearance, and readiness of campus spaces by overseeing custodial staffing, scheduling, quality assurance, periodic deep cleaning, and third-party custodial partners
- Oversee the condition, maintenance, inspection, turnover, and readiness of student and employee housing, coordinating occupancy needs, move-ins and move-outs, work orders, and repairs with the appropriate administrators

- Manage School-owned vehicles and transportation operations, including maintenance, inspection, registration, documentation, replacement planning, staffing, scheduling, driver licensing and training, safety, and recordkeeping
- Coordinate Facilities support for performances, athletic contests, camps, meetings, and other events, including setup, furniture, signage, HVAC, lighting, parking, weather contingencies, and post-event restoration
- Coordinate facilities-related mail and package operations and other assigned campus-support services to ensure dependable and efficient service

Budget, Capital Projects and Institutional Support

- Develop and manage the Campus Operations operating budget and the Planned Plant Replacement, Renewal, and Special Maintenance budget in collaboration with the CFO
- Manage inventories of supplies, equipment, parts, and vehicles and plan for their appropriate maintenance, repair, and replacement
- Develop scopes of work; solicit and evaluate bids and proposals; negotiate pricing with the CFO; manage vendors and contractors for quality, safety, schedule, value, and compliance; and verify satisfactory completion before recommending invoice payment
- Collaborate with the CFO and other leaders on capital planning and oversee renovation, renewal, and small capital projects to ensure approved scope, budget, schedule, safety, workmanship, and product standards are met
- Coordinate architects, engineers, owner's representatives, consultants, contractors, inspectors, and local authorities through design, permitting, zoning, wetlands and code review, inspections, and project closeout, including final invoices, warranties, drawings, permits, and outstanding-work lists
- Support the CFO in preparing facilities, capital-planning, deferred-maintenance, project, and budget materials for the Board of Trustees and relevant committees, and attend meetings as requested to provide updates, recommendations, and expertise

Qualifications and Requirements

- Bachelor's degree in facilities management, engineering, construction management, operations, business administration, or a related field, or an equivalent combination of education, technical training, and relevant experience
- At least seven years of progressively responsible facilities, campus-operations, construction, logistics, or related experience, including significant responsibility for leading multidisciplinary teams and complex operations
- Strong working knowledge of building systems, preventive maintenance, grounds and custodial operations, workplace safety, life-safety systems, codes and regulations, budgeting, procurement, vendor management, and capital projects
- Strong organizational, analytical, decision-making, communication, and problem-solving skills, with ability to establish priorities, build relationships, and follow work to completion

- Experience in an independent school, boarding school, college, residential campus, or similarly complex institution is preferred. Relevant facilities, safety, sustainability, project-management, or trade credentials are also preferred
- Proficiency with Microsoft Office and Google Workspace; familiarity with CMMS and electronic work-order platforms, such as OperationsHERO or comparable systems; and experience with building automation or energy-management systems
- Valid driver's license and satisfactory driving record required
- Employment is contingent upon satisfactory completion of all legally required and School-required background and screening checks, including review of motor-vehicle records and other checks applicable to work in a school environment

Working Conditions

- Ability to move throughout a large, multi-building campus; inspect building, mechanical, roof, crawl, and outdoor spaces; climb stairs and ladders; and work periodically in active maintenance environments
- Ability to work indoors and outdoors in varying weather conditions and in environments that may be dusty, noisy, or occasionally odorous
- Ability to occasionally lift, carry, or move materials weighing up to 50 pounds, with or without reasonable accommodation
- Ability to operate School vehicles and assigned equipment safely
- Ability to respond to facilities-related emergencies outside normal working hours. As a residential school operating throughout the year, occasional evening, weekend, and holiday responsibilities are required
- Indian Mountain School is a tobacco-free campus

Benefits and Compensation

Competitive salary based on experience and licensure, plus medical/dental/vision coverage, employer-matched retirement, paid time off, free shift meals, professional development, and tuition remission opportunities.

About Indian Mountain School

Indian Mountain School is an independent co-ed day and boarding school serving Pre-K through 9th grade across two campuses in Lakeville, CT.