



Greene Towne Montessori School

2121 Arch Street  
Philadelphia  
Pennsylvania 19103

Telephone:  
(215) 563 6368

## **GTMS Facilities Director**

The GTMS Facilities Director reports to the Head of School and attends the Facilities & Safety Committee meetings. This is a full-time position with regular hours from 7:00am -- 3:00pm, with flexible schedule to allow for coverage in the evening to set up and tear down school events.

### **Duties include but are not limited to:**

#### **Maintenance:**

- Supervise all general building maintenance-East & West
- Coordinate & serve as main contact for maintenance vendors
- Identify maintenance issues & receive Maintenance Requests from faculty/staff to be reviewed with Head of School, as needed.
- Inspect bi-annually all large outside play equipment and follow up with correct maintenance
- Complete tasks efficiently including various construction repairs throughout facilities (plumbing, carpentry, painting, etc.) or hire contractors as needed.
- Purchase supplies for repairs and facilities maintenance as needed
- Ensure all maintenance policies and procedures of the facility are enforced
- Supervise summer maintenance-East & West

#### **Safety:**

- Maintain and ensure facility meets safety standards: schedule inspections, as required, of all facilities maintenance equipment and systems (elevator; HVAC; security alarm, doors, etc.); record all inspections; onsite during all inspections which includes a building timeline of maintenance and inspections
- Run fire drills (monthly) & shelter in place drills (twice each year) with AA E & W
- Hold building safety meeting 2 times each year for both East and West supported by Administrative Assistants
- Oversee building security and respond to all school emergencies as needed
- Participate on Facilities/Safety Committee
- Ensure student, faculty and staff safety

**Cleaning:**

- Supervise cleaning company (East & West)
- Maintain a clean facility and upkeep of exterior including playdeck (interior and exterior of building); examine building on regular basis for maintenance, cleanliness and repairs
- Arrange for general building and fixture repairs
- Prepare trash/recyclables for pick-up
- Remove/supervise removal of snow/ice

**Additional:**

- Communicate via email, mobile and text with Head of School, staff, Facilities & Safety Committee and others as needed
- Resolve concerns, conflicts, and problems ensuring that services are provided in a professional and safe manner.
- Conduct regular walk through of the facility to assist visual maintenance and security
- Support meetings and coffee event set up and close down. Coordinate with Chef who oversees refreshments.
- Work toward use of [www.school dude.com](http://www.school dude.com) or other building management software
- Meet with the Head of School weekly

**Qualifications:**

- Significant relevant experience in areas of facility maintenance (carpentry, plumbing, problem solving)
- Significant relevant experience in management, supervision, and oversight of contractors and outsourced services
- Excellent organizational, communication, and relational skills
- Experience managing a budget
- Proven track record of dependability, follow through, and successful management of multiple, time sensitive projects

Immediate opening. Salary is commensurate with experience. Generous benefits package is included. Application deadline: 9/30/18. We will begin review of applications as they are received.

To apply: email a letter of interest and resume to Ms. Sarah Sweeney-Denham, Head of School, [ssweeneydenham@gtms.org](mailto:ssweeneydenham@gtms.org). August 2018

Greene Towne Montessori School is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, national origin, disability, ancestry, citizenship, religion, age, gender, sexual orientation, or any other characteristic protected by law. Greene Towne encourages applications from members of traditionally marginalized groups.