

Director of Facilities

Valley Christian Schools is seeking an experienced Facilities Director. The Director of Facilities partners with senior leadership to plan, implement, and execute the vision, strategy, and key objectives aligned with Valley Christian Schools' goals for the upkeep, upgrade, and repair of all indoor and outdoor facilities, grounds, and vehicles. S(H)e is the point person for all improvement projects, facilities maintenance, and bus operations. Through the use of subordinate staff, the Director of Facilities ensures the completion of all general maintenance, repairs, and overall cleanliness of facilities. (S)He also oversees the development and design of daily bus routes and ensures the safe completion of each route to transport students. (S)He ensures the implementation and compliance of Transportation and Maintenance safety and environmental action plans, training, and inspections, and oversees the accomplishment of these components. The Director of Facilities is a forward thinker who constantly assesses areas for improvement and based on gathered information, budget considerations, collaboration with organizational leadership, and existing knowledge executes the best plan of action for optimal outcomes and continuous improvement.

Responsibilities

- Researching, planning, budgeting, and presenting project ideas to senior leadership based on needs and leadership interests.
- Supervises the bus and maintenance staff and delegates routes or projects.
- Ensures that the Bus and Maintenance staff complete all assignments, tasks, and established agreed upon objectives on time, or in those cases they cannot, notifies administrators, parents, or other interested parties of the updated schedule for resolution
- Addresses any concerns affecting quality of the work performed by contractors, vendors, or subordinate staff
- Performs contract negotiations with vendors
- Acts as the liaison to vendors, contractors, donors, and all other interested parties for new and ongoing improvement projects.
- Creates and keep all required records and reports for work performed
- Oversees the creation of transportation routes to optimize the use of buses and ensure coverage
- Holds safety and/or staff meetings to ensure safety and compliance with all applicable laws and procedures, assign tasks, and address any concerns
- Inspect buildings and buses to ensure proper maintenance or note needed repairs
- Ensure compliance with all DOT, DMV, CHP, OSHA, and any other required laws and/or standards
- Communicate with campus administrators regularly to solve any maintenance issues or schedule campus opening, event set-up, or any other needs.

Qualifications

- Bachelor's Degree required; Bachelor's Degree in related field preferred (Project Management, Construction Management, Business Administration, etc.)

- Experience in facilities Project Management (preferably new builds and improvements) including, budget management, vendor selection, and contract negotiation.
- Experience as a supervisor or manager in bus transportation or facilities maintenance
- Experience performing duties in both bus and property management/maintenance preferred
- Plumbing, electrical, and mechanical knowledge
- Knowledge of Drug & Alcohol Program, CHP rules and all aspects of DMV rules for bus drivers
- Excellent communication, time management, and job prioritization skills
- Active membership/attendance at a Protestant Christian church (preferably CRC or RCA denomination) is required.
- Supports the Mission and Doctrinal Statement of Valley Christian Schools

PHYSICAL REQUIREMENTS

- This position involves prolonged sitting, walking, and standing
- Frequent bending, stooping, lifting, and carrying up to 50 pounds

WORK ENVIRONMENT

- The typical work environment varies from climate-controlled building to outdoors exposed to all weather conditions & allergens caused by plants/foliage, and tight crawl spaces or roof of building.
- The noise level in the work environment is usually moderate to loud

Benefits Include:

- Generously subsidized health benefits
- 403(b) retirement plan with matching employer contributions
- Tuition Discounts
- Educational Reimbursement
- Paid Vacation and Sick Time
- Up to 17 paid holidays
- Salary Range (\$79,562-\$106,228 annually)

For consideration, applicants must be willing to complete a LiveScan/fingerprinting and a drug screen. Please submit resumes and inquiries to hr@vcschools.org Attn: DOF0923

Valley Christian Schools is a non-profit 501(c)3 religious organization and does not discriminate in employment opportunities or practices on the basis of race, color, sex, national origin, age, disability, or any other characteristics protected by law.

To learn more about Valley Christian Schools, please visit our website at www.vcschools.org