



Facilities Manager

The Denver Waldorf School (DWS) seeks a qualified candidate to join our staff as full time Facilities Manager. The Facilities Manager oversees the care and maintenance of the Denver Waldorf School facility including both the buildings and grounds at the school's main campus and satellite location. This position ensures that the facility can operate smoothly in the daily operations, as well as, multiple festivals and out-of-school activities on campus. The Facilities Manager works in a leadership role and supports the climate and culture of the school and its' mission. The salary range for this position is \$48,900 - \$53,000 depending on experience.

Education and Experience:

- Experience in project management and planning
- 3 – 5 years experience managing a large facility; preferably a school
- Experience supervising others and delegating projects

The essential functions of this position include, but are not limited to, the following:

Project Management:

- Familiarity and advocacy for implementation of Campus Master Plan (CMP) and space use
- Ability to manage multiple construction projects (annual construction and long term CMP)
- Manage construction bidding process (obtaining and reviewing)
- Ability to review and provide input on specs and drawings
- Organizing and maintaining project management records

Financial Management:

- Plan and manage annual budgets related to facility needs with Business Director
- Budget and manage routine outside contract work (janitorial, plumbing, snow removal, landscaping)

Compliance with regulatory agencies and standards:

- Ensure compliance with regulations per outside regulatory agencies (fire department, OSHA, CDHS)
- Ensure High School chemical lab procedures followed (procedures, disposal)
- Ensure that building procedures are followed in accordance with ACIS child protection standards
- Schedule and keep records of environmental testing (asbestos, lead, radon, etc.)

Supervision:

- Facilities/maintenance Technician
- Contractors as hired (construction, plumbing)
- Cleaning crew (contracted or in-house)

Administrative Duties:

- Assist in scheduling in relation to program and events in the facility
- Coordinate with Operations Manager around safety procedures and protocols (drills, training)
- Maintain tracking of short and long term maintenance goals, records
- Chair all Buildings and Grounds meetings and create meeting agenda
- Maintain facility Operation and Maintenance Manual
- Set and maintain priority list with School Director and Business Director
- Respond to email and phone calls during normal business hours

Facilities Maintenance:

- Perform daily building inspections – bathrooms, windows, locks
- Perform annual or routine inspections of equipment (classroom and building as appropriate)

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- Coordination and preparation of shared spaces for all events, room use, etc.
- Coordination, preparation and staffing at all major events
- Identify and manage all routine building maintenance items
- Order supplies and materials for facility operations
- Repair and maintain building and equipment as needed
- Monitor, repair and replace HVAC equipment as needed
- Maintain exterior of building and ensure that entire campus is kept tidy
- Respond to staff work requests in timely manner
- Knowledge of construction systems

Landscaping

- Oversee snow and ice removal
- Oversee lawn care, sprinkler system, trimming of bushes and trees, weeding
- Manage upkeep and repairs of playground (fencing, mulch, equipment, sand, logs)

Janitorial/clean-up

- Oversee garbage, compost and recycling removal
- Organize and supervise faculty or parent work days
- Responsible for proper environmental clean-up of accidents (sewer, blood, vomit, chemicals)

Committees:

- Chair - Buildings and Grounds
- Member - Campus Master Plan Steering Committee

Competency:

- Adaptability – Able to deal with frequent change and unexpected events; able to think ahead, self-manage, and demonstrate flexibility
- Confidentiality – Maintains confidential and sensitive information
- Communication - Demonstrates excellent written and verbal communication skills; responds to communication appropriately and in a timely manner
- Ethics – Treats people with respect; works with integrity and ethically; upholds organizational values
- Initiative – Takes action with limited guidance or information
- Executes - Follows instructions and asks questions for clarity
- Judgment – Exhibits sound and accurate judgment
- Problem Solving – Identifies and resolves problems in a timely manner; develops alternative solutions; able to work as part of a team in a consensus decision-making model
- Professionalism – Reacts well under pressure; treats others with respect and consideration
- Enthusiasm – Demonstrates excitement and interest for their work with students, teachers and parents in alignment with the school's mission and goals
- Safety and Security – Observes safety and security procedures; reports potentially unsafe conditions or situations to the School Director or designee

The Denver Waldorf School

The Denver Waldorf School is an urban Waldorf school in the heart of Denver near the Rocky Mountains. Founded in 1974, the school enrolls approximately 360 students in pre-K through Grade 12. The school is an accredited member of the Association of Waldorf Schools of North America (AWSNA) and the Association of Colorado Independent Schools (ACIS). The school's mission is to awaken and inspire students' critical thinking, emotional intelligence and artistic expression, preparing them to bring relevant contributions to the world. We are committed to recognizing and developing the whole human being in an inclusive and engaging environment.

To Apply

Please send a letter of interest, resume and three references to:

DWS Hiring Committee

The Denver Waldorf School
2100 S. Pennsylvania St.
Denver, CO 80210

or

email careers@denverwaldorf.org

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