

The Church of Saint Luke in the Fields is an historic Episcopal parish in the Diocese of New York. Founded in 1820, the parish is located in the heart of Greenwich Village in New York City. St. Luke's School is an Episcopal day school serving 355 children of all faiths in pre-kindergarten through grade 8. The property consists of the church, the parish house, the school building, a residential coop building, the gardens the church opens to the public, and townhouses sharing a full city block.

We seek a hands-on Facilities Director to maintain and operate the physical premises. Responsibilities include the planning, oversight and physical maintenance (on-going and preventive) of all building and related systems including boilers, HVAC, electrical and plumbing; effective delivery of custodial and janitorial services; hiring, evaluation, and supervision of the maintenance and custodial staff; and effective management of custodial logistics related to services, meetings, and special events.

FACILITIES DIRECTOR

The Facilities Director will oversee and direct all aspects of Plant Operations for the Church, School and residential units, including, but not limited to custodial, maintenance, logistics, capital improvements, security and grounds services. Budgeting labor, supplies, equipment and related services/materials required for cost-effective operations are all responsibilities of this position. The Facilities Director reports directly to the Rector.

The Facilities Director provides leadership and direction to the facilities staff as well as all outsourced facilities-related service contractors, including Security service, Horticulturist, Pest Control and specialized trade contractors.

Qualifications:

Ideal candidates will possess:

- A bachelor's degree in Facilities Management
- Technical knowledge of cleaning services, preventative maintenance programs, and construction
- Five (5) years of facilities maintenance experience, including three (3) years supervisory experience
- The ability to manage in a diverse environment with focus on client and customer services
- Experience in an educational institution, as well as P&L accountability, sub-contractor experience, and computer skills
- The ability to manage capital projects and maintenance planning, as well as contract-managed service experience
- Willing to be on-call and work evenings/weekends when necessary
- Fluency in Spanish a significant asset

Responsibilities include:

- Work with administrative staff, tenants and school administration to identify and address facility requirements and issues (e.g., scheduling janitorial services to minimize disruption of customers' work activities)
- Identify and recommend short-term and long-term priorities and needs
- Establish, develop and maintain vendor relationships to facilitate delivery of outsourced services and supplies and ensure fulfillment of vendor agreements and contracts
- Establish performance metrics that ensure the accurate and timely delivery of goods and services from all third-party vendors
- Create and implement policies and procedures as needed to maintain safe and secure facility operations
- Manage delivery of facilities services, including building services, interior and exterior maintenance, safety and security
- Develop, implement and monitor site-specific facility operations standards and processes (e.g., emergency procedures, facility initiatives, and security standards and processes) as necessary
- Supervise personnel in maintaining and supporting relationships with internal customers, parishioners and vendors
- Act as a point of contact for internal and community-based organizations for special events
- Develop and manage facilities department staff work schedules, staffing schedules and payroll reports
- Acts as liaison on behalf of the church for all tenant related issues
- Work closely with the real estate agents and participate in the interview process of vetting new tenants.
- Ensure adherence to the annual budget by monitoring expenses and implementing corrective action plans; develop the annual budget for the facilities
- Schedule and manage facilities rentals; execute logistics for all events, services, and meetings

- Ensure and maintain compliance for all governing agency filings, inspections and audits relating to NYC/NYS LPC, DOB, DOS, ECB, FDNY and any other related disciplines.
- In conjunction with the School Director of Facilities, oversee all campus school-based projects
- Maintain all required NYC certificate of insurance licenses and certifications.
- NYS Notary Public certified preferred

Salary Range: \$115k - \$130k based on experience.

The Church of St. Luke in the Fields is an equal opportunity employer.