



"John Burroughs School seeks to instill the joy of living through active learning, integrity and service to others."

John Burroughs School, located in Saint Louis, Missouri, is an independent school for students in grades 7 through 12. Burroughs was founded in 1923 by a group of parents who wanted a coeducational, non-sectarian, college preparatory secondary school for their children. They named the school for the 19th-century naturalist, and Burroughs continues to take great pride in the physical simplicity and beauty of our campus. We are currently seeking an experienced Director of Plant Operations.

JOB DESCRIPTION

DIRECTOR OF PLANT OPERATIONS

The Director of Plant Operations provides leadership, coordination and administrative oversight for facilities planning and maintenance for the efficient operation of the physical facilities at John Burroughs School. The Director ensures that facilities are in good repair and provide a safe environment for delivery of the Burroughs program in the arts, academics, athletics, and activities at the highest possible level of excellence. To this end, the Director supervises the plant operations staff, which includes more than twenty maintenance, grounds, and custodial employees.

The Burroughs campus is comprised of 396,000 square feet on 49.5 acres. The Plant Operations budget is \$2.47 million, and the budget for capital and special projects is \$.725 million. The Director is responsible for the physical plant, grounds and school vehicles; the school safety program; campus security; utility support; technology infrastructure support; construction planning and oversight; manpower and facility backup for school events; campus parking and traffic management; and budgeting for all needs of the Plant Operations Department. The Director serves as the liaison for the Building & Grounds Committee of the Board of Trustees, and provides a high level of customer service to all employees, students, parents, visitors, alumni and friends of the School. The Director reports to the Chief Financial Officer.

Maintenance & Repair

The Director manages all preventive maintenance, upkeep, and repair of the physical plant and grounds by:

1. Instituting and overseeing a preventive maintenance program that minimizes deferred and/or emergency maintenance and repairs.
2. Maximizing in-house capability to service and repair all vehicles, equipment, plant, HVAC and all other systems.
3. Maintaining a comprehensive inventory of parts, supplies, tools, and attic stock of

finishes and furniture.

4. Performing administration of critical documents, including filing and retention of warranties, repair records, contracts, inspection report, certifications, MSDS sheets, OSHA-required documents, and other compliance reports.
5. Maintaining and enhancing the school's computerized maintenance management system.

Custodial

The Director manages all cleaning and housekeeping at the school by:

1. Scheduling custodial employees in the most efficient manner possible to see that the buildings and grounds maintain high levels of cleanliness at all times.
2. Ordering and storing supplies and equipment to support the custodial needs of the school.
3. Ensuring the cleanliness, orderliness, and business-like appearance of all custodial closets, boiler rooms, and maintenance support areas.
4. Scheduling and providing for periodic deep cleaning of all buildings during school breaks.

Grounds

The Director oversees all landscaping and maintenance of campus grounds, including athletic fields by:

1. Overseeing and evaluating the work of the grounds crew and supervising the regular upkeep of all associated equipment.
2. Working closely with the Director of Athletics to manage upkeep for fields and athletic facilities.
3. Hiring and supervising outside contractors as necessary to maintain the high quality of campus grounds, including oversight of three residential properties contiguous to the campus.

Safety

The Director serves as safety officer for the school by:

1. Servicing and maintaining all elements of the school safety systems, including sprinklers, exit lighting, extinguishers, smoke detectors, evacuation route signage in all buildings and rooms, alarm systems, etc.
2. Working with the principals and members of the Safety Committee to write and update safety procedures for fire, tornado, earthquake, intruder lock-downs, and other emergencies.
3. Working with the principals and members of the Safety Committee to monitor all safety drills for fire, tornado, earthquake, intruder lock-downs, and other emergencies.
4. Overseeing compliance with all the relevant federal, state, and local laws, including building and safety codes, and working with the Chief Financial Officer to implement recommendations from our insurance agents when advisable.
5. Serving as liaison for the school with the fire chief and building inspectors.
6. Overseeing the campus asbestos management plan.

Security

The Director serves as chief of security for the school and is responsible for protection of the school from vandalism and theft. This is accomplished through:

1. Supervising the contractual arrangement with the night security force, and following up on all reports of unlocked doors, unauthorized persons on campus, or other irregularities.
2. Planning for and scheduling the opening and closing of all buildings daily, 365 days per year.
3. Overseeing access to keys, access passes and entry during off hours, including coordination of the alarm systems, and following up on reports from the alarm company.

Technology Infrastructure

The Director works closely with Computer Technology Coordinator to:

1. Configure and maintain the wiring for the local area network and wireless network at the school.
2. Manage and update Plant Operations Department computer equipment and software, and ensure data security for the department.

Utilities

The Director manages all utilities on campus by:

1. Monitoring the energy management system to ensure continuous efficiency of the heating and cooling systems.
2. Scheduling the maintenance and servicing of the boilers and cooling systems to ensure the most efficient and comfortable heating and cooling of the buildings.
3. Monitoring service from the electric, gas, phone, sewer, and water companies to ensure quality, and identifying potential areas for efficiency.
4. Monitoring all refuse removal, including safe and presentable storage of refuse and coordination with refuse removal contractors.
5. Overseeing the school's telephone system, including ordering and coordinating moves, changes and repairs to the system as well as training faculty and staff on proper use.

Construction Planning & Oversight

The Director represents the school with architects, construction managers, and other contractors for all major and minor capital projects at the school by:

1. Preparing and prioritizing annually, with the Head of School and Chief Financial Officer, a list of short- and long-range capital needs.
2. Representing the interests of the school with consultants, architects, contractors, sub-contractors, manufacturer's representatives, etc., in all phases of building projects, from design through construction to completion.
3. Evaluating completed work to ensure that all specifications and working needs of the school are met.
4. Monitoring change orders and all billings from outside contractors to ensure accuracy, approving payment only after satisfactory completion of the work.

Budgeting & Purchasing

The Director oversees the annual operating budget for the Plant Operations Department by:

1. Working with the Chief Financial Officer to plan the annual budget for janitorial supplies, utilities, repairs, maintenance, and capital expenditures.
2. Monitoring expenditures to meet or exceed budget parameters.
3. Purchasing supplies as needed for janitorial, grounds, and maintenance of the buildings and vehicles with the assistance of the Business Office and head groundskeeper.
4. Approving all invoices from outside vendors for maintenance, repairs, capital, and construction projects.
5. Negotiating all service contracts (hauling, security, alarm systems, etc.).

School Events

The Director manages the physical set up for all campus events by:

1. Providing for set-up and take-down for all school and special events, including, but not limited to athletic contests, graduation, assemblies, admission events, donor events, alumni programs, student events, Parents Council activities, Community & Equity Partnership events, final exams, other tests, etc.
2. Overseeing traffic management and parking on a daily basis and for special events.
3. Managing snow and ice removal to ensure safety and access to all campus buildings.

Personnel

The Director supervises all employees in the Plant Operations Department by:

1. Hiring, with the approval of the Head of School and Chief Financial Officer, all plant operations employees.
2. Working annually with the Chief Financial Officer to assist with the annual revision of the Plant Operations Personnel Manual and explaining changes and policies to department staff.
3. Training, supervising, evaluating, and guiding the professional development of all members of the department.
4. Scheduling and approving overtime, leaves, and vacations for all plant operations employees.

Other

The Director of Plant Operations is responsible for any other tasks as assigned by the Head of School and the Chief Financial Officer. The Director is entitled to four weeks of vacation annually plus legal holidays as designated in the Plant Operations Personnel Manual. The Director receives an annual performance evaluation based on progress toward goals with the oversight of the Chief Financial Officer.

Qualifications

The ideal candidate will have a Bachelor's degree or equivalent in facilities management, business or engineering, coupled with 5+ years' experience supervising facilities construction, maintenance, or ongoing operations, including trades supervisory experience. Building manager

certification preferred. Previous experience in an educational setting desired.

In addition, the candidate should demonstrate:

- Strong organizational skills, attention to detail, and the ability to prioritize multiple projects.
- Management experience with personnel, time, cost, quality, facility, and property.
- Excellent customer service orientation preferably in a non-profit or educational environment.
- Strong oral and written communications skills, along with the ability to communicate effectively with all levels of the school.
- Affinity for working in a student-centered environment.
- Expertise in and an aptitude for administration, management, construction management, mechanical equipment, landscaping, technology applications, purchasing, supervision, security, safety, and general services.
- Knowledge of building codes and regulatory environment for facilities management.
- Excellent organizational, verbal, and written communication skills.
- Leadership skills necessary to motivate, evaluate and manage/supervise staff.
- Computer literacy and advanced Word, Excel, and database skills. Comfortable with learning new software.
- Willingness to be available to be on campus on short notice for emergencies and other unforeseen facility needs.
- Proven event management experience.

Applicants must submit a resume and cover letter that communicates their professional experience and accomplishments in plant operations management. Qualified candidates should email a cover letter and resume to lfulford@jburroughs.org. Please write "Director of Plant Operations" in the subject line.

John Burroughs School offers competitive compensation and [an excellent benefits package](#), including health (medical, dental, vision), generous vacation and a 403(b) plan.

Non-Discrimination Policy

Burroughs makes all hiring decisions on the basis of the individual's qualifications to contribute to Burroughs' educational objectives and institutional needs. The school does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, age, genetic information, veteran status, national or ethnic origin, or disability.