



DE LA SALLE ACADEMY

Facilities Manager

Mission:

De La Salle Academy is a private, independent, non-sectarian middle school located in Manhattan. The school's student body includes students from across New York City. De La Salle is the only private, co-educational, independent school in New York City for academically talented, economically less advantaged students in grades six through eight. Students and adults commit to living in community through a purposefully rigorous academic curriculum, strong core values, a profound knowledge of self, and a desire to serve the array of communities we represent. De La Salle believes in a need-blind admissions process to ensure that students are evaluated based solely on their merits and not on their families' ability to pay.

Position:

De La Salle Academy seeks a Full-Time Facilities Manager to start July 1st, 2022. The manager supervises the physical plant operations including a six-story building, utilities, energy management systems and safety/security systems in order to provide a safe, healthy, and comfortable environment for students, faculty and staff. The Facilities Manager is responsible for the scheduling and supervision of maintenance and repair activities, contracted services, and custodial services, and ensuring the physical operation of the school meets programming and strategic objectives. This position reports directly to the Head of School, and serves on the facilities committee, when necessary.

Qualifications and Skills:

- A minimum of 4-5 years full-time experience in maintenance and facilities work (former building superintendents and managers are especially encouraged to apply).
- Ability to perform repair/replacement activities as it relates to minor carpentry, electrical, plumbing, painting and plastering activities.
- Must be physically capable of lifting up to 50 lbs and walking up 7 flights of stairs as the building does not have an elevator.
- Familiarity with HVAC and boiler systems.
- Satisfactory oral and written communication.
- Ability to manage electronic communications.

Key Responsibilities Include:

- Develop, implement, and execute preventative maintenance of the building, mechanical and electrical, utility, and safety and security systems.



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- Perform routine inspections of the school building and related systems (fire alarm and carbon monoxide systems).
- Complete assigned work orders by making repairs within the specified time frame.
- Direct, schedule, and oversee all external contractors (electricians, plumbers, excavators, roofers, painters, landscapers, etc.).
- Schedule and supervise maintenance contractors engaged in building and grounds upkeep and repair; responsible for employee (faculty/staff/student) safety, electrical, plumbing, heating, air conditioning, and ventilation services.
- Work with Systems Manager to order equipment and supplies and monitor inventory.
- Conduct janitorial duties (including trash disposal) in the cafeteria and to the extent needed throughout the building.
- Provide regular updates and reports as required by the Head of School and facilities committee.
- Supervise custodial contract for the company cleaning of the school.
- Oversee site and building projects performed by outside contractors.
- Ensure the proper disposal of hazardous and controlled wastes in compliance with regulations and guidelines; works directly with outside agencies such as DOB, DSNY, NYC-DEP, OSHA, FDNY, and other local and state health departments and AHJs as required.
- Evaluate and project future facility needs and proposing options to achieve them.

How to Apply:

Applicants should forward resumes to employment@dlsanyc.org. Subject line should include the candidate's name and the position of interest. All materials should be addressed to Dr. Angel Gonzalez, Head of School.

De La Salle Academy is an equal opportunity employer.