



# The Evergreen School

DIRECTOR OF FACILITIES

Seattle, WA

**START DATE:** May 1, 2024

**Our Mission:** We inspire highly capable, creative learners to lead with curiosity, compassion, and courage in a diverse and dynamic world.

**About the Organization:** Located just north of Seattle in Shoreline, Washington, The Evergreen School has been educating highly capable, creative learners for 60 years. Our students love to ask questions, and our teachers use that natural curiosity to craft engaging lessons and spark thought-provoking conversations. Evergreen's program infuses challenging academics with foundational support for social skills, emotional well-being, a multicultural perspective, and empathy for others. Our students think deeply, take intellectual risks, and tackle complex problems. They learn how to self-advocate, collaborate with others, and understand and respect differences. Evergreen graduates move on to high school and beyond with confidence, ready to contribute to a diverse and dynamic world.

**Community:** At Evergreen, our goal is to curate a culture where every person feels fully welcomed and encouraged to participate in every aspect of the community. We actively seek and support students, families, faculty, staff and trustees who bring a diversity of identity into our community. Our mission makes it essential that we skillfully deliver an inclusive, culturally responsive educational program that teaches respect for others, empowers students of all backgrounds equitably, encourages social responsibility, and prepares students to be leaders in an interdependent global community. The Human Resources Manager supports the critical mission of our communities by supporting all employees. We seek candidates who demonstrate a commitment to fostering a diverse and inclusive learning environment that embraces and values the diversity within our community.

The school seeks candidates who demonstrate a commitment to anti-bias and anti-racism work and to fostering a diverse and inclusive learning community that is responsive toward all differences including but not limited to race, ethnicity, national origin, geography, religion, gender identity, sexual orientation, age, physical ability, learning styles, and marital, parental or economic status.

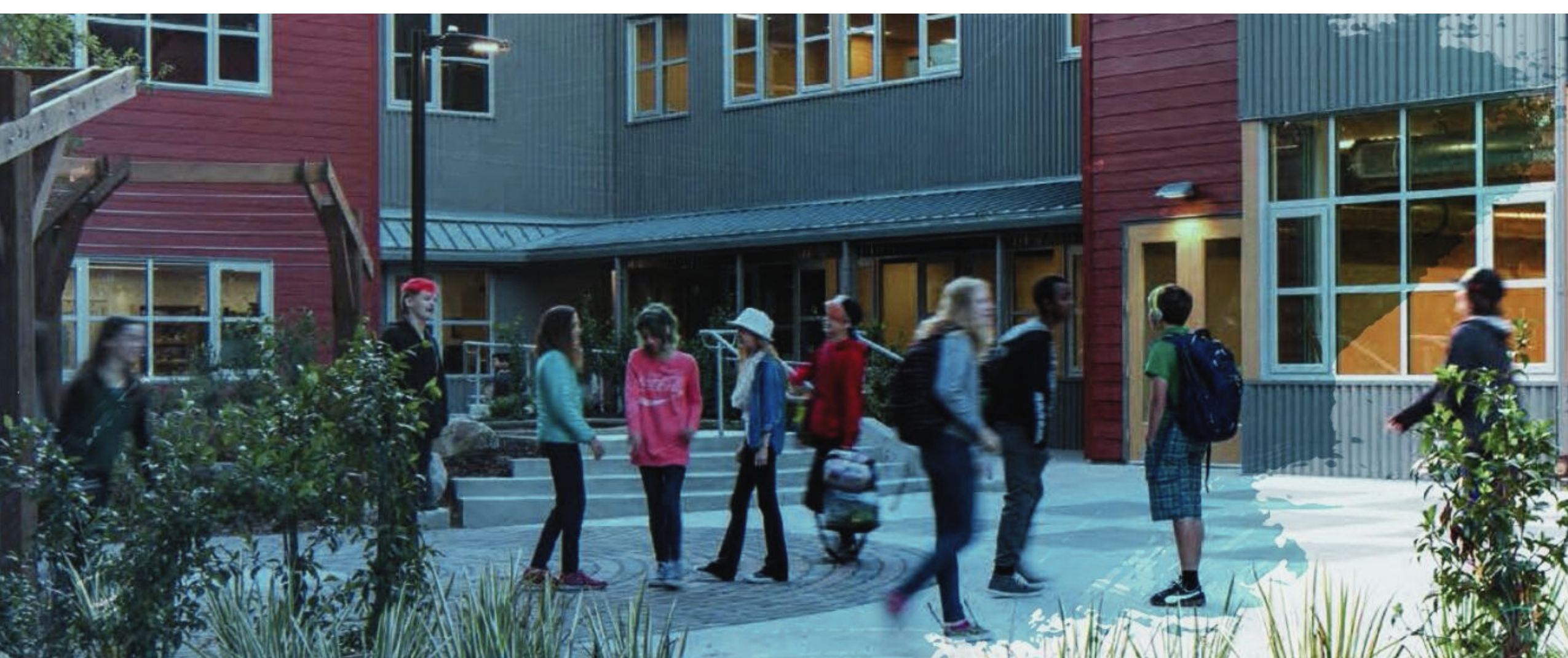
Studies have shown that people of historically marginalized backgrounds are less likely to apply for a position unless they believe they meet every listed requirement. Evergreen is most interested in finding the best candidate for this opportunity and encourages people to apply.



## THE OPPORTUNITY:

The **Director of Facilities** is responsible for the supervision of a Facilities team with four total team members, and the oversight, planning, and directing of the facility operations of The Evergreen School. The position manages all aspects of support for the facilities and grounds including preventive, predictive, and operational maintenance, and negotiation with and management of repair and service vendors. This position reports to the CFO of the school and also works with the head of school and the board's Facilities Committee in support of the strategic planning of facilities. The school's current campus covers approximately 90,000 square feet and the school has begun designing a new 23,000-square-foot campus expansion project that will start construction in the spring of 2025. The director of facilities will be actively involved in the execution of the campus expansion project as well as maintaining the new facility after it opens in the fall of 2026.

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## DUTIES AND RESPONSIBILITIES:

- Ensures facility policies and practices provide a safe, secure, and well-functioning school campus.
- Responds to campus emergencies in a calm, thoughtful, and efficient manner, troubleshooting situations and quickly fixing issues as required.
- Oversees preventative maintenance, repair, and renovations of school facilities and grounds.
- Manages work order request system (Freshdesk), prioritizing requests, and distributing to team members for completion.
- Manages regular cleaning of the school provided by contracted janitorial services.
- Procures facilities services by developing a statement of work, soliciting, and analyzing bids, negotiating terms, and ensuring the fulfillment of service provider's contract obligations, including quality control of their work.
- Proactive assessment, development, and implementation of regular maintenance on all building systems including, roofs, finishes, safety and monitoring systems, and other equipment. This can include identifying and dealing with noxious insects and animals, shoveling snow and clearing ice, repairing fences and sidewalks, and installing security devices.
- Ensures compliance with local, state, and federal regulatory requirements and work safety regulations. Oversees inspections of all building systems as needed for compliance (elevators, fire alarms, etc.); maintains MSDS files.
- Manages vehicle fleet preventive maintenance, repairs, and replacement in collaboration with CFO.
- Maintains fiscal and organizational management of the department, including preparing and monitoring the facility operating budget as well as capital expenditures, and consistent monitoring of performance against budget.
- Coordinates facility reserve studies to maintain a schedule of capital expenditures needed to maintain campus facilities and communicates this schedule to the Board's Facilities Committee.

- Collaborates with CFO to develop and execute strategy for maintenance and operation of the campus buildings and grounds.
- Maintains confidentiality in sensitive matters.
- Supports, promotes, and implements The Evergreen School policies and procedures.
- Attends regularly scheduled meetings.
- Responds to weather or facility-related emergencies (24/7).
- Be on-call for any after-hours and weekend facilities' needs and emergencies.
- Hires, supervises, mentors, and trains a highly dedicated three-person team to oversee and anticipate facilities needs for a busy school environment; Responsible for personnel management including performance reviews.
- Manages capital projects of various sizes including negotiating contracts, coordinating construction schedules, and working with all parties to complete high-quality, on-time, and on-budget projects.
- In collaboration with the associate director of facilities, manages facilities support of campus events including, setup, break down, and cleanup of facilities.
- Coordinates logistics of using a remote parking lot for employees.
- Collaborates with the CFO to develop and maintain the school bussing program that utilizes both school-owned buses and an outside vendor.
- Establishes and cultivates community relations by maintaining open dialogue with all of the school's constituencies, including the school's neighbors.
- Works with the facilities team to maintain the single-family homes owned by the school.
- Performs other duties as assigned.

## QUALIFICATION AND DESIRABLE SKILLS:

- Minimum of 5 years of demonstrated facilities management experience and a bachelor's degree required, OR in lieu of a college degree, candidates must have a minimum of 10 years of demonstrated facilities management experience.
- 3+ years of facilities supervisory experience required.
- Experience in a school environment preferred, but not required.
- Proven personnel management skills and contractor/vendor relationship experience, with aptitude to judge quality of performance in major technical trades and personal experience in at least one technical trade (carpentry, mechanical, plumbing, electrical, structural).
- Skilled and experienced in working collaboratively as a leader of a team and working with various departments within an organization.

- Able to communicate clearly, effectively, and comfortably to create healthy rapport with our diverse and inclusive independent school community including students, families, and colleagues.
- Completes work in a timely, accurate, and thorough manner and is conscientious about assignments and deadlines.
- Possess a current driver's license and a clean driving record.
- Can successfully complete a nationwide background check.
- Can be relied upon to dependably report to work on time and on schedule and is seldom absent from work.
- Must be currently authorized to work in the United States for any employer. No sponsorship is available for this position.

#### EQUIPMENT USED:

- Computer (PC).
- Comfortable using Microsoft Office Suite, Google Suite, and Zoom.
- Freshdesk ticketing system.
- Hand and power tools, such as drills, ladders, screwdrivers, chainsaws, etc.
- Drives school vehicles, including 14-passenger buses.

#### PHYSICAL REQUIREMENTS:

- Able to lift up to 50 pounds.
- Can stand and sit for long periods of time.
- Able to move comfortably in classrooms and school hallways.
- Able to climb stairs, walk on uneven surfaces, climb ladders.
- Can work in damp, cramped, small, and tall spaces.
- Can work outside in good and inclement weather.

#### BENEFITS:

- School-paid medical and dental insurance and employee-paid supplemental vision.
- School-paid Life, Accidental Death & Dismemberment, and Long-Term Disability insurance plus an Employee Assistance Program.
- 403(b) Retirement Plan with a School match of up to 7%.
- Flexible Savings Account and/or Health Savings Account.
- Commuter Assistance.
- Tuition Remission.
- Infant/toddler care is available on campus (Availability limitations apply).
- Paid holidays and other paid leave.



#### POSITION DETAILS:

This is a salaried exempt, 1.0 FTE full-time, benefits-eligible position that reports to the Chief Financial Officer.

#### SALARY RANGE:

This position follows a 12-month work schedule. The salary is dependent upon education degree(s) and years of facilities experience and is in the range of \$105,000 to \$120,000.

#### HOW TO APPLY:

The Evergreen School has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Chief Financial Officer, Duncan Linn), a resume, and a list of at least three professional references consolidated as a single PDF document to Zack Lehman at [zack@dovetailedsourcing.com](mailto:zack@dovetailedsourcing.com). Please do not contact the school directly.

#### Any applicant scheduled for an interview will be asked to submit a 500-word (max.) answer to the following question:

"At Evergreen, our mission calls us to "inspire highly capable, creative learners to lead with curiosity, compassion, and courage in a diverse and dynamic world. "Reflecting on your current or previous experiences, describe a time in which you moved diversity and inclusion efforts forward in that role. How did you approach this effort and what did you learn about yourself during this process?"

#### NOTICE OF NONDISCRIMINATION:

*The Evergreen School strives to provide equal opportunity to all employees. The school's policy is not to discriminate in employment based on race, color, sex (including pregnancy), religion, creed, age, national origin, citizenship status, physical or mental disability, sexual orientation, gender identity, veteran or military status or any other status protected under applicable local, state or federal law. The School is committed to administering employment decisions, including hiring, promotions, compensation benefits, transfers, layoffs, return from layoffs, terminations, training, sabbaticals, tuition assistance and other programs, without regard to an employee's protected status.*