

Beginning with Children

EDUCATION NETWORK

Facilities Manager

BACKGROUND

Beginning with Children (BwC) was founded in 1990 by Joe and Carol Reich to establish a high-quality school for low-income children in Williamsburg, Brooklyn and to advocate for educational reform in public education. Over the past three decades of groundbreaking work, BwC has educated over 1,500 New York City children and continues to work with students to ensure success after they graduate from our schools through our celebrated alumni program, the Legacy Network.

Beginning with Children is a small network of PreK-12 charter schools with a big purpose: to provide rich educational environments that nurture students' intellect and ambitions and connect learning to the world beyond the classroom. Our two Brooklyn-based schools, Beginning with Children Charter School 2 and Community Partnership Charter School, are located in Bedford Stuyvesant, Clinton Hill and Williamsburg, where over 90% of our students qualify for a free/reduced price lunch. At BwC we know that academic success and college completion have proven to be the most effective way to promote social and economic mobility. We are committed to creating strong centers of learning that transform the lives of students and families and strengthen communities.

ABOUT THE POSITION

The Facilities Manager will oversee BwC's buildings, grounds and equipment to ensure our schools are safe and functioning at the highest level. They will direct and oversee a team of out-sourced vendor provided custodians and perform maintenance, custodial work, repairs in a manner that will preserve and protect the school building and support school operations. They will coordinate and communicate facilities-related matters in a highly effective manner. The Facilities Manager will report to the Chief Financial Officer and serve as a thought partner on matters related to school facilities.

Responsibilities include, but are not limited to:

Building Maintenance

- Supervising and performing maintenance of buildings;
- Maintaining mechanical, electrical and controls systems;
- Supervising and performing grounds maintenance, parking lot, playground and walkway maintenance, and campus beautification;
- Using manufacturers' recommendations and job knowledge, establishing and carrying out a preventative maintenance program for the buildings, tools and equipment for which this position is responsible; and
- Serving as a liaison with city, county, and state, as it relates to fire, security, and occupational safety; ensuring compliance with all regulatory agencies for building permits, certifications, etc. (e.g., elevators inspections, boiler certificates, sanitary inspections, etc.);

Beginning with Children

EDUCATION NETWORK

- Supervising and performing work requested or needed on work orders;
- Remaining alert to all campus safety hazards and correcting them in a timely manner; and
- Conducting inspections and repairs that might include the following physical requirements:
 1. Extensive walking to inspect buildings, potentially including uneven terrain in order to make repairs and inspections;
 2. Squatting, stooping, kneeling to examine and access facilities and equipment; and
 3. Climbing ladders and scaffolding to conduct inspections.
- Scheduling routine inspections and emergency repairs with outside vendors
- Ensuring proper security measures for the workplace, including collaborating with security system vendors or a team of security professionals
- Creating reports on maintenance, repairs, safety and other occurrences for supervisors and other relevant staff
- Preparing facilities for changing weather conditions
- Collaborating with building owners and upper management on budgeting for facilities need

Vendor and People Management

- Supervising work of outsourced building custodians
- Managing all external service vendor relationships and services

REQUIREMENTS

The ideal candidate will possess the following qualifications:

- Experience related to the management of facilities including the operation of heating, cooling, ventilation, electrical, plumbing, elevator, communication systems and other aspects of facilities maintenance is preferred.
- Ability to assimilate and understand information in a manner consistent with the essential job functions.
- Well-organized, thorough, and able to handle detailed and big picture issues simultaneously, including handling multiple assignments within tight timeframes.
- Strong leadership and management skills as well as the ability to know when to utilize them.
- Ability to research information, and to collect and analyze data.
- Strong customer service focus, flexibility, and an ability to work effectively with a wide range of constituents.
- Excellent interpersonal and communication skills, with demonstrated ability to speak and write clearly and persuasively.
- Upbeat, positive and personable.
- Self-directed and able to contribute individually and as a member of a team.
- Ability to learn quickly and to be effective in a fast-paced, dynamic, entrepreneurial environment.

Beginning with Children

EDUCATION NETWORK

- Ability to exercise good judgment and make sound decisions in a manner consistent with the essential job functions.
- Experience related to the management of facilities or comparable experience with the operation of heating, cooling, ventilation, electrical, plumbing, communication systems and other aspects of facilities maintenance

TO APPLY

Send resumes and cover letters to Geri Licurse at glicurse@bwcf.org

COMPENSATION AND BENEFITS

Salary and benefits will be competitive and commensurate with experience. Beginning with Children is an equal opportunity employer and welcomes candidates from diverse backgrounds.