



ST. FRANCIS COLLEGE

THE SMALL COLLEGE OF BIG DREAMS

Director of Facilities

St. Francis College, Brooklyn (the “College”) is embarking on an ambitious plan to revitalize the College even as it remains true to its core mission: private, independent, co-educational, urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, social responsibility, and life-long learning. As a College rooted in a commitment to radical hospitality, to character formation, to inter-faith dialogue, to creating conditions so that students will learn the technical skills necessary to navigate a 21st Century workplace while never losing sight of the importance of ensuring that all students learn to cultivate their humanity, the College is expanding its offerings, its services and the ways it engages in and beyond its campus. In short, it is an exciting time to join the St. Francis College Community.

Job Summary: Reporting to the College’s Vice President for Facilities Management and Capitol Projects, the Director of Facilities is passionate about the College and its mission and is an integral part of the College’s facilities management team. Manages and oversees all aspects of the operation and maintenance the College’s buildings and facilities (“Facilities”). Provides vision, motivation, leadership, and direction for the College’s Facilities management effort and manages overall planning for its operations and maintenance resources.

Essential Duties & Responsibilities:

- Troubleshoots the various Facilities systems and independently analyzes problems to determine solutions.
- Works independently and uses discretion to undertake those repairs which can be done in-house by him/herself and/or by the staff mechanics. Refers other repair jobs to external services, as appropriate.
- Obtains and/or assists with reviewing and procuring outside bids and contracts for Facilities tasks.
- Maintains the Facilities’ shop inventory and orders replacement stock accordingly.
- Participates in the supervision of the staff mechanics and incorporates training sessions with them accordingly.
- Works closely with the Director of Operations to ensure effective use of manpower and unit goals are met.
- Coordinates capital projects between general contractors, consultants and engineers, and College’s Director of Operations and the VP for Capital Projects and Facilities.
- Maintains a significant presence within the Emergency Action team for the College, and is the direct link with the Fire Department when necessary.
- Maintains a deferred maintenance list for all MEP equipment.
- Assists with maintaining and preparing the annual Facilities budget and purchase orders.
- Manages and oversees the College’s Facilities operations, which include, but are not limited to, the following systems and related activities:
 - Boilers and associated equipment and chemical treatment;
 - Digital controls, BMS Automated Logic;
 - Electrical and plumbing;

- Fire alarms, smoke detection, fire suppression and other life safety systems;
 - HVAC, cooling towers and direct fired absorption;
 - Pumps and compressors;
 - Escalators and elevators;
 - Swimming pool operator's certificate;
 - Preventive Maintenance/Work order distribution;
 - Maintains all required building logs;
 - Holds all required Certificates of Fitness for the building;
 - Ensures all building compliance documents are submitted timely and maintained properly;
 - Manages minor renovations;
 - Obtains bids for various work as required;
 - Appears as directed on behalf of the College for hearings and meetings at various agencies or other third parties in the event of alleged violations and/or disputes.
- Performs all other duties as assigned

Minimum Qualifications:

- Experienced in the operation of power hand tools, electronic test instruments and related mechanical shop equipment; instructs others on their proper use.
- Must be competent with all areas of computers and able to operate, navigate and maintain the building using CMMS/BMS software.
- Must be able to obtain all necessary operating permits and licenses that are mandated by the City of New York and other building codes.
- Must be able to assist with the daily operations of special events and custodial personnel.
- Proficiency in a variety of computer software applications, in particular Microsoft Office software with an emphasis on Excel and Outlook. Knowledge of, or proclivity to learn, relevant work-order software as required.
- Ability to effectively communicate pending work orders and jobs with the Facilities' Director of Operations and Vice President of Capital Projects and Facilities.
- Excellent customer service orientation and interpersonal skills.
- Ability to interact collaboratively and professionally with diverse groups.
- Must be able to move throughout campus, including climbing stairs and ladders, in order to inspect mechanical, structural and electrical systems.
- Requires near-vision acuity to inspect repairs and maintenance, read blue prints, building code manuals and other similar documents.
- Performs work indoors and outdoors as needed.
- An appreciation and understanding of working in an inclusive, engaging and diverse college environment.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.

Preferred Qualifications:

- 5-7 years of experience in the operation, maintenance and repair of boilers, heating, ventilating, refrigeration and air conditioning equipment and systems or the equivalent combination of experience and formal course work in mechanical technology.

- Advanced training or college degree in a relevant field.

About St. Francis College:

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership. The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by clicking [here](#).