

Position Description

Title:	Director of Facilities and Campus Safety
Department:	Facilities and Campus Safety
Reports To:	Senior Vice President and Chief Financial Officer
Supervises:	Building Manager, Facilities Coordinator, Maintenance and Custodial Staff, Security Personnel, Night Managers, and Contractors
Internal Contacts:	All administrative offices, deans, faculty, students
External Contacts:	Exterminators, Fire and Police Departments, Department of Buildings, Chartwells, Vendors, Contractors, and others as required
Employment Status:	Full-time; Exempt

Domains:

- Responsible for all aspects of facilities management, including planning, construction management, energy management, space inventory management, preventive and routine maintenance, repair, custodial services and grounds services in compliance with specifications and code requirement.
- Conducts ongoing planning and assessment of department effectiveness in achieving objectives aligned with the Facilities Master Plan.
- In consultation with Senior Vice President and CFO, responsible for fiscal management, bills approval, recordkeeping and budgeting of a personnel and operating budget of \$5 million, as well as deferred maintenance and capital projects.
- Sources, negotiates, and evaluates contracts for facilities infrastructure, including construction and building-wide systems, such as the photocopy fleet, cleaning, and pest prevention.
- Manages a wide range of contractor services in support of college facilities. Maintains good business relations with the contractor base.
- Recruits, hires, and manages maintenance, custodial, and security staff, including observance of 32BJ collective bargaining agreement.
- Provides appropriate support for ongoing classroom, performance, and college events.
- Works closely with Dean of Students and Vice President for Administration and Human Relations to comply with all regulations regarding campus safety and security.
- Develops and writes policies and procedures for department and School.
- Maintains external relations with NYC departments (police, fire, sanitation, building inspectors), neighborhood groups, and nearby campus employees.
- Serves on committees as required.
- Manages Security and serves as the primary point of contact for the Emergency Management Core leadership team.
- Manages or performs special projects as needed.

Job Requirements:

- Bachelor's Degree, preferably with a degree in facilities management.
- 5+ years of Facilities experience.
- Knowledge of all aspects of building systems, contractual maintenance, construction, and related services.
- High level of functional/technical knowledge of building system operations is necessary, with proficiencies in electrical, plumbing, and HVAC distribution systems.
- Knowledge of Federal, State, and Local laws, ordinances, and codes relating to the operation and safety of facilities.
- Proficiency with MS Word, Excel, and scheduling software.
- Positive customer service and interpersonal skills.
- Experience working with computerized systems.
- Certifications and Affiliations helpful.

Contact Information:

Send cover letter and résumé including three references to:

Karolyn Byers
HR & Finance Coordinator
kbyers@msmny.edu

No phone calls, please.

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