Position Description

Title: Director of Facilities Operations
Department: Facilities and Campus Safety
Reports To: Associate Vice President of Facilities and Campus Safety
Supervises: Building Manager, Maintenance and Cleaning Staff
Internal Contacts: Students, Faculty, Staff
External Contacts: Contractors, Vendors, City Agencies
Employment Status: full-time; exempt

Domains:
- Supervise day-to-day work of union and non-union maintenance and cleaning staff, working with Engineering and Life Safety Supervisor and Building Manager to ensure maintenance, repair, and cleaning tasks are completed in a timely and efficient manner.
- Support planning, contracting, and oversight for maintenance, repair, and capital projects.
- Ensure workplace safety policies and procedures are in place and enforced.
- Work with vendors and contractors to specify, schedule, budget, and oversee maintenance, repair, and capital projects throughout the campus.
- Oversee security officers assigned to MSM’s two campus entrances and work with Building Manager to ensure day-to-day expectations are met.
- Work with AVP of Facilities and Campus Safety to ensure appropriate risk management policies and procedures are in place.
- Maintain inventory and upkeep of furniture, fixtures, and equipment throughout campus.
- Work with contractors and government agencies to prepare and file permits, registrations, and applications, and maintain compliance with DOB, FDNY, DOH, DEP and other agency regulations.
- Perform other duties as assigned from time to time.

Job Requirements:
- Bachelor’s Degree or equivalent preferred.
- 5+ years of supervisory experience in Facilities and Building Management.
- Prior experience in a university or performing arts settings preferred.
- Knowledge of NYC building codes and requirements including DOB, DOH, DEP, FDNY, DOT, DEC, ECB, and HPD.
- Ability to excel in a teamwork setting, and willingness to teach new skills to others.
- Proficiency with MS Office, building scheduling software, and CMMS software.
- Excellent written and verbal communication skills.
- Willingness to work occasionally or be on call outside normal business hours to provide management and oversight, and to respond to emergency situations from time to time.
- Experience managing major maintenance and repair projects preferred.
Contact Information:
Send letter of application and résumé including three references to:

Eric Cole
HR & Finance Coordinator
ecole@msmnyc.edu

No phone calls, please.

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination or harassment because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. Manhattan School of Music does not permit retaliation against individuals who oppose a discriminatory practice or participate in an investigation.