



# BARNESVILLE SCHOOL OF ARTS & SCIENCES

21830 Peach Tree Rd.  
P.O. Box 404  
Barnesville, MD 20838  
[www.barnesvilleschool.org](http://www.barnesvilleschool.org)

## **Director of Facilities & Transportation**

Barnesville School of Arts & Sciences, an accredited coeducational independent day school for 135 students (grades EC-8), is currently seeking a dynamic individual to join our administrative team as Director of Facilities & Transportation. This is a full-time 12-month position. Our mission is to provide a joyful and supportive learning environment for the development of excellence in each of us. The School is a proud member of AIMS (Association of Independent Maryland Schools), and NAIS (National Association of Independent Schools). Barnesville School of Arts & Sciences is a certified Maryland Green School by the Maryland Association for Environmental and Outdoor Education.

### **Job Summary**

The Director of Facilities & Transportation reports directly to the Head of School and is responsible for the oversight of the physical plant, building maintenance, campus grounds, energy management, bus fleet and campus security.

### **Duties and Responsibilities**

- Oversee the physical operation of the entire school and its programs.
- Manage the careful maintenance of buildings and grounds and cleaning programs that keep the school's appearance in exemplary condition.
- Ensure facility readiness for day-to-day events as well as special events.
- Maintain public safety on campus and assist in the review and execution of the school's crisis management plan.
- Devise and manage an annual departmental budget.
- Supervise staff members within the facilities department: buildings and grounds crew and bus drivers.
- Arrange bids and develop specifications for all outside contractual work.
- Oversee the work of all outside contractors to ensure compliance with contractual agreements, budgetary restrictions and safety protocols.
- Develop and implement an ongoing equipment replacement program.
- Establish policies and protocol that meet all required environmental, health, and maintenance standards as required by law and work with the administration to ensure compliance with all regional, state, and federal regulations and laws as they impact the school.
- Manage bus fleet and transportation schedules.
- Assume responsibility for other projects as assigned by the Head of School.

### **Education and Experience**

Qualified candidates will have at least a bachelor's degree and will possess 5+ years of experience in facilities management in an educational or similar institution.

### **Skills and Characteristics**

- Strong supervisory and organizational skills
- Demonstrated success in managing a facility
- Problem solver with a high degree of diplomacy
- Strong oral and written communication skills
- Enthusiasm for the mission of the school and for working collaboratively with a fellow staff
- Initiative, confidence, and joy

Interested candidates should visit the **Employment** section (under “About Us”) at the School’s website, [www.barnesvilleschool.org](http://www.barnesvilleschool.org), to complete a **General Application** form. Please send this completed General Application form, cover letter and résumé by email to:

Susanne Johnson

Head of School, Barnesville School of Arts & Sciences

[sjohnson@barnesvilleschool.org](mailto:sjohnson@barnesvilleschool.org)

Barnesville School of Arts & Sciences is an Equal Opportunity Employer. We encourage application from all qualified candidates, including those from diverse backgrounds.