



Job Description

Position Title	Director of Facilities
Department	Administration and Finance
FLSA Status	Exempt

Founded in 1901, Brooklyn Law School is a vibrant intellectual community emphasizing teaching excellence with an innovative academic program designed to prepare our law students to practice law in many different sectors.

We strive to seek out and hire those individuals, both staff and faculty, who stand out in their field of excellence, wish to become part of the higher education community, and assist in providing the best support possible to our students.

Position Summary

Brooklyn Law School is seeking a seasoned Director of Facilities to join and enhance our Facilities Department. Reporting directly to the Executive Vice President for Administration and Finance and Chief Business Officer, this position oversees all the facilities management and capital construction and improvement functions of Brooklyn Law School. The facilities of the School include an 11-story academic building, a 21-story high-rise apartment building with 238 apartments and a venue for special events, 2 stories of leased administrative office space, and a five-story apartment building in Brooklyn's historic Brooklyn Heights neighborhood. The Director of Facilities oversees a staff of 17 full-time maintenance staff, and is responsible for negotiating, executing, and overseeing the full lifecycle of all contracts with external partners for specialized maintenance, capital improvements, and other projects related to the School's facilities. The Director of Facilities works with the Executive Vice President/Chief Business Officer and the Director of Budget and Financial Planning to develop a multiyear capital plan that integrates the School's financial plan, capital and deferred maintenance needs, and strategic vision.

The Director of Budget & Financial Planning will make an impact in many areas, with responsibilities and duties including, but not limited to:

- Maintain all furniture, fixtures, locks and keys, and other equipment throughout the School's buildings, maintain accurate inventories of such items, and notify relevant administrators if the condition or quantity of those inventories are of concern.
- Oversee the housekeeping of the School's facilities and provide for necessary snow and trash removal;

- Maintain records on all School facilities, including up-to-date floor plans and schematics; city, state, federal, and insurance inspections; permits; and other documentation related to building use, conditions, and compliance;
- Work with the Director of Housing to ensure that vacant apartments are prepared for new residents;
- Develop and issue RFPs for external partners necessary to augment in-house expertise in support of the maintenance, improvement, and construction of the School's facilities. Oversee all contracts and projects with such partners including serving as or delegating the role of owner's rep on capital projects, managing contract and/or project costs to be within budget guidelines, ensuring that work meets specifications, managing punch lists, closing out projects and, as appropriate, renewing contracts while ensuring contract fees are competitive.
- Supervise and develop 17 full-time maintenance staff, including assessing current staff roles and work assignments, making reassignments as appropriate, preparing weekly work schedules and assignments, ensuring that necessary licensure requirements and other professional standards are met, ensuring that necessary training and professional development takes place, and providing regular feedback to employees in support of an annual cycle of performance management and planning;
- Develop a School-wide maintenance plan that promotes preventative maintenance and that reflects building conditions, known deferred maintenance, occupant concerns, accessibility, planned usage, code compliance, anticipated changes to code, and other conditions that impact building use and compliance;
- Develop annual operating and capital budget requests based on multiyear capital plan and projected maintenance costs;
- Work with Director of Budget and Financial Plan to establish an appropriate contingency for emergencies and other unplanned repairs, and work with that office to revise operating and capital budgets throughout the year to reflect actual conditions;
- Develop and promote School-wide use of a help-ticket/work-log system to log user requests for services and observed maintenance needs, to track the resolution of such issues, to detect patterns in maintenance issue that may indicate underlying problems, and to project future maintenance needs for budgeting and work planning purposes;
- Provide oversight for daily set-up for events with External Affairs staff and ensure that Facilities Management staff set up and break down such events in an appropriate and timely manner.

EXPERIENCE AND QUALIFICATIONS

Successful candidates must possess outstanding planning organizational and management skills, must be able to prioritize and successfully manage several projects while communicating with Senior Administrators, Department Heads, and, on occasion, the Dean(s)

at the School. This person must thrive in a fast-paced environment and work efficiently with a varying amount of direction and must have the ability to handle multiple tasks simultaneously. This position will be responsible for developing a budgeting methodology that will impact all aspect of operations and planning at Brooklyn Law School.

Minimum Qualifications Required to Apply for the Position

- Must be analytical and have strong problem-solving abilities as well as acute attention to detail;
- Significant experience developing and managing budgets, preferably in a non-profit or higher-education setting;
- Excellent oral, writing, and communication skills;
- Experience working with databases, competency in Microsoft Word, Excel and Outlook;
- Advanced knowledge of maintenance of all building systems (e.g., electrical, plumbing, HVAC, elevators), compliance with relevant codes, space planning, accessibility, and risk mitigation and management;
- Superior judgement about how best to manage the School's facilities, and the ability to engage senior leadership in planning and decision-making at a level that allows them to oversee and plan the work of their departments without unnecessary involvement in matters related to facilities management;
- Demonstrated ability to prioritize among competing demands for both time and financial resources in a manner that leads to best possible outcomes for the organization;
- Demonstrated ability to model behaviors that lead to a high degree of professionalism and a strong customer-service orientation among facilities maintenance staff;
- Knowledge of and demonstrated use of team-building techniques that ensure that facilities maintenance staff remain highly motivated and are given ample opportunities to develop professionally while critical work is being accomplished;
- Extensive experience negotiating and managing contracts with outside partners for routine maintenance of systems, housekeeping and related services, capital improvements, and major construction.

BENEFITS

Brooklyn Law School has a competitive Total Rewards packages which includes Medical, Dental, Vision, Life & Disability Insurance, 403(b)Pension, Flexible Spending and Commuter benefits. We have a generous time off policy and promote a healthy work/life balance.

MINIMUM EDUCATION/EXPERIENCE REQUIRED:

- 4-year bachelor's degree from an accredited institution in finance, management, accounting, economics, or other quantitative field or discipline
- 6-7 years of experience in this field

HOW TO APPLY:

<https://www.brooklaw.edu/en/About-Us/Employment-Opportunities>

Email a cover letter and resume to the Law School to hr@brooklaw.edu

Please include the wording of Director of Facilities in the subject heading. No phone calls, please. Applications will be considered on a rolling basis and resumes received without cover letters will not be reviewed.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of Brooklyn Law School not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, sexual orientation, gender identity or expression, marital status, genetic information, disability, veteran status, or any other legally protected status under federal, state, or local law. It is also the policy of Brooklyn Law School to take affirmative action to employ, and to advance in employment, all persons regardless of race, color, religion, sex, national origin, age, marital status, genetic information, disability, veteran status, sexual orientation, or any other legally protected status, and to base all employment decisions on legitimate job requirements. This policy shall apply to all employment actions, including but not limited to recruitment, hiring, upgrading, promotion, transfer, demotion, layoff, recall, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship, at all levels of employment.