



Open Position

Title:	Facilities Manager	Supervises:	Facilities Assoc. & Assistants
Reports to:	Director of Finance & Operations	FLSA Status:	Exempt
When Needed:	Immediately	FTE:	Full Time, Year-Round

Seattle Waldorf School is seeking an individual with strong facilities awareness and aptitude, emerging from current experience in a similar role; or, working in this realm, gaining expertise and ready to move into management. We are looking for someone who can work effectively independently and as part of a team. We need a leader who understands best practices in facilities, safety, and risk management and who is passionate about their work. Additionally, we are looking for staff and faculty who share our belief that a culturally rich and inclusive school community provides students with the best possible environment for a quality education.

Who We Are: At Seattle Waldorf School, students become creative problem-solvers—imaginative thinkers who journey toward intellectual excellence, human compassion, and artistic skill. Our modern curriculum is rooted in tradition—for children 18 months to 18 years. We lead students on a joyful journey that fosters critical thinking, synthesis, and creativity. Founded in Seattle in 1980, we are the only Preschool–Grade 12 Waldorf School in Washington. At Seattle Waldorf School we are committed to creating a community that is inclusive for all faculty, staff, families, and students, especially those who have been impacted by racism and oppression, and to create a culture that supports racial equity by changing our existing systems and practices.

Our Mission: Daily we strive to inspire learning, courage, and joy in the developing human being.

Job Summary: Under minimal supervision, manage the smooth and safe operation of Seattle Waldorf School's three campuses, which include a combination of commercial and residential buildings and outdoor spaces. In June 2024, the school will be closing one of the three campuses. Ensure the safety of the facilities and lead the emergency preparedness of the institution. This position is both hands-on and supervisory.

Specific Responsibilities:

Facilities Management

- Recognize that we are a school; and, as such, being an active part of the community is mission critical. Meeting faculty needs and student safety are our two driving forces.
- Protect, maintain, and enhance the facilities and related assets of SWS in a safe and efficient manner including buildings, grounds, furniture, fixtures, play equipment, fire safety and security equipment, and maintenance equipment and supplies. Conduct weekly walk-throughs of each campus with the Facilities Associate to identify safety and maintenance items requiring attention.
- Ensure facility readiness for day-to-day events as well as special events.
- Coordinate maintenance and facilities requests and oversee the work of maintenance staff, equipment vendors, contractors who service facilities, and tenant manager for leased campus in Magnuson Park.
- Manage small vehicle fleet including scheduling regular maintenance, reservation system, and driver approval process.
- Develop, in conjunction with the Director of Finance, the facilities budgets for each campus and manage those budgets throughout the year.
- Approve facilities related invoices.
- Supervise Facilities Associates, monitoring status and quality of work.
- Oversee and maintain inspection calendar, building schedule, daily opening procedures, space needs, and space usage.
- Track and Report project and activity hours to allow proper allocation of facility expense among different cost centers.
- Participate in the SWS Facilities Committee as needed and assist with developing plans to meet the school's long-term space needs.
- Be on-call for facility emergencies.

Health and Safety Management

This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

- Monitor and manage compliance with safety and risk-management issues.
- Lead the emergency preparedness committee, review/establish emergency procedures, and conduct drills.
- Research, implement, and evaluate procedures, solutions, and vendors for health and safety related issues—including health screenings, documentation, policy development/refinement, and testing procedures.
- Complete mandatory reporting to the health department, state, DCYF, and OSPI.
- Work with the IT Manager to oversee effectiveness and maintenance of health screening tools.
- Maintain ample supplies.
- Oversee the creation, placement, and installation of signage and equipment.

Program Support

- *Comply with SWS policies regarding procurement of goods and services.*
- *Coordinate storage of SWS assets.*

Perform other duties as assigned.

Education & Experience:

- Bachelor's degree or equivalent
- Evidence of project management experience
- 2+ years supervisory experience preferred
- Experience in a Waldorf school preferred

Required Knowledge, Skills, & Abilities:

- Strong project management and organizational skills with the ability to prioritize effectively
- Basic carpentry, plumbing, and electrical skills, and ability to understand blueprints and schematic drawings
- Ability to read, interpret, apply, and explain rules, regulations, policies, and procedures
- Strong attention to detail, ability to quickly assess the needs of a situation, and respond effectively with an understanding of diplomacy in emerging situations
- Effective, collaborative team member with ability to work and communicate well with all levels of faculty and staff, and able to operate independently with minimal supervision
- Ability to work in person around core weekday school hours and be available for facilities emergencies outside of school hours
- Possessing a level of cultural competency necessary for working with a diverse population in an inclusive and equitable community
- Ability to work efficiently in a Microsoft Windows or Mac environment using Office, Google Suite, common automated systems for record-keeping, and confidently learn new technology
- Ability to maintain confidential information
- Ability to independently travel between Kinderhaus, Meadowbrook, and High School campuses
- Ability to traverse uneven ground, navigate stairs and/or inclines, and discern visual hazards such as traffic, status of equipment, and facility maintenance needs
- Ability to lift up to 50 pounds
- Ability to work in a moderately noisy environment
- Flexibility, maturity, and a sense of humor

Salary Range: \$68,000 - \$78,000 per year

Benefits: Please see our [Benefits Summary](#) which outlines the generous insurance, leave, and other benefits provided for SWS Administration

To Apply: Interested candidates should respond immediately by email with a letter of interest, resume, and employment application, available on the school website at: <http://www.seattlewaldorf.org/careers/>

Thank you for your interest in Seattle Waldorf School and this position. Position open until filled. No phone calls or drop-ins, please. www.seattlewaldorf.org