



## **Facilities Director Position**

**Position Summary:** Chinquapin Preparatory School is seeking a full-time Facilities Director starting July 1, 2023. This professional staff member oversees the ongoing maintenance and care of all campus facilities, including faculty residences, academic buildings, and school vehicles. They supervise the facilities and maintenance staff, any contractors hired on behalf of the school, as well as daily chore crews. Work is performed under the supervision of the Head of School/Executive Director.

**Reports to:** Head of School/Executive Director

### **Required Qualifications and Skills:**

- Bachelor's Degree in operations management, business management, or a related field or at least 5 years experience in a similar position

### **Preferred Qualifications and Skills:**

- Previous experience with construction, construction management, or property management
- Strong organizational and communication skills, both verbal and written
- Knowledge of Google Drive and Google Workspace
- Strong time management skills
- Ability to work efficiently in a small team environment
- Ability to manage a budget and inventory
- Strong capacity to manage ongoing projects with new projects
- Previous training and/or experience with safety and/or emergency protocols

### **Salary and Benefits:**

- Salary will be based on the candidate's qualifications and experience
- Meals (breakfast, lunch, and dinner) served in the dining hall when school is in session
- Appropriate deductions for and payments to FICA, Social Security, Medicare insurance, group medical insurance, life insurance and annuity, as applicable
- Automatic contribution of 5% of your salary to a 403(b) account

- Up to \$1200 for approved professional development (PD) courses and/or materials.
- Five days of faculty paid time off (PTO) per school year

### **About Chinquapin Preparatory School**

Chinquapin Preparatory School is a private college-preparatory school for 6th-12th grade students located 25 miles east of downtown Houston. Since 1969, Chinquapin has prepared motivated students from Houston's under-resourced communities and schools for college.

Our school's unique mission provides students with seven years of high-quality education through small class sizes and intense preparation. College acceptance is a graduation requirement, and our alumni have a remarkable record of college completion.

### **Our Mission**

To provide a high-quality college-preparatory education to Houston's most able and motivated students from historically excluded communities and schools across the city.

Through a rigorous curriculum and an emphasis on community service and earning what one receives, we aim to produce responsible, well-educated citizens who will become constructive leaders in their communities.

### **To Apply**

Please submit your résumé and letter of interest to Mily Pérez, Head of School/Executive Director at [jobs@chinquapin.org](mailto:jobs@chinquapin.org). Candidates who contribute to the cultural and ethnic diversity of the community are encouraged to apply.