



Director of Buildings & Grounds/Facilities Manager

Trident Academy, located minutes from downtown Charleston, SC, educates students in grades K through 12 who struggle with learning disabilities like dyslexia and ADHD. The Facilities Manager should possess a general knowledge of building maintenance, connect with vendors as necessary, oversee cleaning and lawn maintenance contractors, and manage our gym and field rentals. This position oversees one direct report and reports directly to the Business Manager and the Head of School. This is a year-round position.

The position is open and will be filled as quickly as possible.

May be full or part-time.

School hours: 6:30 - 3:30

Salary is commensurate with experience.

Responsibilities include, but are not limited to, the following:

- To oversee the physical operation of the school buildings
- To create and oversee the careful maintenance and cleaning programs that keep the school's appearance in exemplary condition
- To oversee and evaluate the work of the buildings and grounds crew
- To develop, maintain and report all required environmental, health, and maintenance standards, as required by law, and to work with the administration to ensure compliance with all regional, state, and federal regulations and laws as they impact the school
- To assist the administration with all school special events
- To arrange bids and develop specifications for all outside contractual work
- To oversee the work of all outside contractors to ensure compliance with contractual agreements and budgetary restrictions.
- To work closely with our gym and field renters, arranging and managing their rental agreements and rent collection
- To perform other duties as assigned by the Head of School
- To support the school and its leadership.