



The Cambridge School

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Job Announcement

Job Title: Director of Facilities
Job Type: Full-Time, 12-Month
Department: Operations
Reports to: Head of School
Salary: Commensurate with educational background and experience

Position Overview

The Cambridge School continues to grow and is seeking a Director of Facilities, a multi-skilled individual, responsible for managing the long-term strategy, planning, design and construction of our future campus. This director-level position requires proven experience in the facility planning, design and construction field; strong analytical and technical skills for developing strategic plans; the ability to scope, schedule and budget projects; and to manage the full design and construction process to bring a wide variety of facility projects to completion.

Essential Functions

Planning

- Research and synthesize the qualitative and quantitative programming needs for TCS over the next 10-15 years into a comprehensive Facilities Plan document/database that identifies:
 - Facilities constraints and optimal timing for implementation of next steps
 - Alternative on-site and off-site solutions that facilitate occupancy for timely program growth
 - Projected implementation schedules, project budgets and cash flow
 - Strategic plan for acquisition of land and future building of the TCS campus

Project Implementation

- Implement Facilities Plan as directed by Head of School
 - Employ analytical and negotiating skills in managing the selection, contracting and performance of all consultants, including architects, land-use consultants, lawyers, accountants, tenants, insurance personnel, contractors and vendors
 - Review drawings, specifications and submittals in detail to ensure conformance with program goals
 - Interface with the city and other agency officials to facilitate necessary approvals, as needed
 - Manage multiple projects simultaneously and see through to completion
 - Follow through on all aspects of action items that arise from meetings

Qualifications and Skills:

- Bachelor of Science in Architecture, Engineering, Construction Management preferred.
- 10+ years' experience minimum in the planning, design and construction industry
- Additional 5+ years' experience in facilities and project management position
- Broad business experience
- Able to read, understand and explain building plans and complex legal documents
- Proven leadership skills

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- Impeccable verbal and written communication skills; able to synthesize complex ideas and plans into simple and understandable terms
- Effective time and project management skills.