

# SHANGHAI AMERICAN SCHOOL

## JOB DESCRIPTION

**TITLE:** FACILITIES DIRECTOR, PUXI CAMPUS  
**WORKDAYS:** FULL YEAR  
**CONTRACT CATEGORY:** LOCAL HIRE MANAGER

### POSITION SUMMARY:

The Director of Facilities is responsible for overseeing all aspects of facilities management at our school campus. This includes the maintenance, operation, and improvement of the physical infrastructure, grounds, and equipment. The Director of Facilities will ensure a safe, functional, and aesthetically pleasing environment that supports the educational mission of the school.

### SUPERVISED, EVALUATED BY & REPORTS TO:

Head of Campus-PuXi

### COMPETENCIES:

- Customer Service Orientation: Exhibits empathy and a strong commitment to providing exceptional customer service to students, staff, and visitors, addressing their needs promptly and effectively.
- Exhibits a strong dedication to upholding ethical and fair practices in compliance with laws, regulations, internal processes, and internal controls.
- Strategic Thinking: Ability to think critically, anticipate future needs, and develop long-term plans for facility management aligned with the school's strategic goals.
- Leadership: Demonstrates strong leadership skills, including the ability to motivate and inspire a team, foster a positive work environment, and lead change initiatives.
- Financial Acumen: Possesses a solid understanding of budgeting, financial management, and resource allocation to effectively manage facility operations within allocated budgets.
- Project Management: Skilled in overseeing complex projects, including construction and renovation initiatives, ensuring adherence to timelines, budgets, and quality standards.
- Technical Expertise: Possesses a comprehensive knowledge of building systems, maintenance practices, safety regulations, and sustainability principles.
- Communication and Collaboration: Demonstrates a commitment to and exhibits excellent communication and interpersonal skills to effectively engage with stakeholders, build relationships, and collaborate with internal and external partners.
- Problem-solving: Demonstrates strong problem-solving skills, including the ability to analyze issues, identify solutions, and make informed decisions in a timely manner. Demonstrates a commitment to leveraging multiple points of view to arrive at the most optimal solution.
- Adaptability: Displays flexibility and adaptability in a dynamic educational environment, adjusting to changing priorities and emerging needs.
- Attention to Detail: Pays close attention to detail and ensures accuracy in all aspects of facilities management, including documentation, reporting, and compliance.

### DUTIES AND RESPONSIBILITIES:

1. Facilities Management:
  - Develop and implement a comprehensive facilities management plan to meet the operational needs of the school.

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- Oversee the maintenance, repair, and improvement of buildings, grounds, and equipment.
  - Coordinate and supervise facility inspections to identify and address any maintenance or safety issues.
  - Manage relationships with external vendors and contractors for facility-related services.
  - Monitor and maintain compliance with relevant health, safety, and environmental regulations.
  - Maintain full records (written and visual) of project development and an archive of all schematics of the built environment, including subsurface infrastructure.
  - Develop and maintain a nimble information system to track project assignment and progress.
2. Capital Planning and Project Management:
    - Collaborate with school leadership to develop long-term facilities plans and prioritize capital projects.
    - Manage and oversee construction, renovation, and maintenance projects, ensuring adherence to timelines, budgets, and quality standards.
    - Coordinate with architects, engineers, project managers and contractors to ensure successful project execution.
  3. Budget and Resource Management:
    - Manage the facilities budget, ensuring effective utilization of resources.
    - Identify cost-saving opportunities and implement strategies to optimize facility operations.
    - Coordinate procurement of equipment, supplies, and services related to facility management.
    - Maintain accurate records of maintenance activities, expenses, and warranties.
  4. Team Leadership:
    - Lead and supervise a team of facilities staff, providing guidance, training, and performance evaluations.
    - Foster a positive and collaborative work environment that promotes teamwork and high-quality service delivery.
    - Delegate responsibilities and tasks effectively, ensuring efficient operations and timely completion of projects.
    - Capital Planning and Project Management:
      - Collaborate closely with school leadership, including cross-river collaboration, to develop comprehensive long-term facilities plans, prioritize capital projects, and ensure seamless coordination across different locations.
      - Manage and oversee construction, renovation, and maintenance projects, ensuring adherence to timelines, budgets, and quality standards.
      - Coordinate with architects, engineers, and contractors to ensure successful project execution.

## QUALIFICATIONS:

- Degree in facilities management, structural engineering, or a related field.
- Proven experience in facilities management, preferably in an educational or institutional setting.
- Strong knowledge of building systems, maintenance practices, and safety regulations.
- Demonstrated leadership skills with the ability to manage a diverse team and collaborate effectively with stakeholders.
- Excellent organizational and project management abilities.
- Knowledge of budgeting, financial management, and procurement processes.

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- Familiarity with sustainability practices and energy management.
- Strong problem-solving and decision-making skills.
- Excellent written and oral communication skills in English.
- Excellent written and oral communication skills in Chinese (desired)
- Excellent interpersonal skills.

## **How we see the world is how we experience the world**

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

## **Child Safeguarding at SAS**

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.

Applicants are asked to apply as early as possible, as Shanghai American School reserves the right to close the selection process at any time.