



Director of Facilities and Infrastructure

The Cape Eleuthera Island School and its affiliated divisions is seeking a Director of Fleet, Facilities and Infrastructure who will lead and manage the Facilities and Infrastructure Division, a team of people who are collectively responsible for the construction and maintenance of all existing campus infrastructure (Buildings, Power and Water Systems, Boats, Vehicles, SCUBA & IT Systems). The ideal candidate is well-organized, a self-starter who is comfortable leading and mentoring a large team with diverse backgrounds, skill sets and abilities. This person must be willing to live and work in close proximity to the Island School and recognize that the demands of the job will include some evenings and weekends. This position goes beyond the traditional 9-5 role and we are looking for an invested candidate who is committed to a full time position that requires dedication to our organizational philosophy, our community and its people. Preference will be given to suitably qualified Bahamians who are strongly encouraged to apply. This position will report directly to the CEO Dr Edward Brooks.

Qualifications & Skills

Must Have:

- Excellent leadership, organizational and problem solving skills
- A degree in Engineering, Building Construction, Architecture, Project Management or similar and a minimum of 3 years' experience in a supervisory position relating to facilities maintenance
- Candidates without a degree but with extensive experience (8+ Years) would be considered
- Experience and knowledge of standard business management practices including, but not limited to, budget monitoring, service agreements and contractor performance in large complex organizations
- Ability to read and interpret plans, schematics and specifications
- Excellent and demonstrable interpersonal, verbal and written communication skills
- Demonstrated experience in liaising with local and national government organizations in relation to major and minor works
- Demonstrated knowledge of the health and safety (Risk Management) practices applicable to the construction industry
- Knowledge of standard office software packages such as Word, Excel, PowerPoint and QuickBooks



Preferred to Have:

- Knowledge of non-profit organizations and mission driven, donor funded entities
- Ability to tolerate a seasonal (very) hot climate, bugs, and a remote and relatively isolated but tight-knit community
- Experience in marine and land-based operations

Responsibilities

- Lead and mentor a large team with diverse backgrounds, skill sets and abilities in a positive and proactive way, with a focus on professional development and training.
- Establish protocol and process that regularly inspect campus facilities and infrastructure which feed into short and long term proactive maintenance programs.
- Work with the management team to accurately forecast annual maintenance budgets and capital improvement budgets.
- Oversee and direct projects (e.g. site repairs, new construction, maintenance etc) to ensure efficient completion on-time, within specification and within budget.
- When appropriate source, contract and manage sub-contractors for project specific work.
- Ensure that any buildings and refurbishments comply with all local and national legislation and are subjected to the appropriate inspections and approvals.
- Monitor all financial outgoings pertaining to all capital improvements and general maintenance to ensure that expenses are within budget limits and all fiscal due diligence and approvals have been undertaken.
- Runs and/or participates in regular meetings to convey and/or gather information from the wider organization to ensure all facilities and infrastructure needs are being met.
- Perform personnel management functions including regular meetings with direct reports, annual performance reviews and annual contract development, recommend promotions, terminations and transfers of existing staff, and write job descriptions for vacant positions, interview candidates and recommending new hires.

Compensation & Benefits

- Salary commensurate with experience
- Room, board and medical insurance
- 20 days of paid vacation per year



- Eligibility for matching retirement plan after two years of service
- Professional development opportunities

Schedule

This is a full-time position with an annual review with the expectation of a minimum of a two year commitment. The Cape Eleuthera Island School and its related entities operate year round and working hours vary depending on needs but are typically Monday-Friday (40 hours/week), however, evening and weekend work will be required. Special events will require periods of time outside of normal working hours when staff must be on site for extended periods. Given the degree to which this position specifically supports the most senior leaders of the organization the successful candidate should expect, and desire to work a variable and mission driven schedule.

Application

Applicants should submit electronically in PDF format to the email address below:

1. Letter of application that states career interests, why you would like to work for the Cape Eleuthera Island School and your relevant experience and qualifications for the position.
2. Current resume.
3. Three references (to include name, address, telephone number and email address) familiar with the applicant's work.

Submit all of these materials in PDF format detailing your interest and experience. Please send your application to 7c60@app.catchthebest.com and team-hr@islandschool.org. We are collecting applications until the position is filled. The anticipated start date is 1st July 2018. We are a Bahamian equal opportunity employer.