



CHARLES RIVER SCHOOL



Director of Buildings and Grounds Opportunity Statement

Start Date: Immediate Hire

📍 Dover, MA

About The School



Since its founding more than 100 years ago, **Charles River School** students have learned to use both inquiry and creativity to build practical skills, discover new interests, and take responsibility for themselves, their communities, and the future. With a deep history and commitment to social justice, the school offers students in Pre-Kindergarten through eighth-grade a global curriculum grounded in thematic, hands-on teaching and learning. CRS classes are small, learning is personalized, and teachers are accessible. The faculty and staff at Charles River School are exceptionally talented, diverse, active individuals concerned with the development and education of the whole child.

The school is located on 16 acres in Dover, Massachusetts, approximately 30 minutes from Boston. Charles River School facilities include a theater, dining room, academic buildings, gymnasiums, a wetlands laboratory and two playing fields.



Director of Buildings and Grounds

Immediate Opening

THE POSITION

The **Director of Buildings and Grounds** oversees the physical operation of all school facilities, including day-to-day campus use, buildings maintenance and groundskeeping, equipment, furniture, vehicles, and special projects, all with a hands-on approach. The Director of Buildings and Grounds is a detail and systems oriented professional with a demonstrated ability to manage and motivate staff and lead projects in the midst of a vibrant Prek-8th grade campus community.

The successful candidate will possess tremendous project management skills and have experience managing campus safety and security, custodial services, budgeting and planning, and various facilities projects. The Director of Facilities reports to the Chief Financial Officer and works closely with the Head of School.



RESPONSIBILITIES

Campus Facilities

- Accountable for daily operations of the physical plant, ensuring pleasant communications and customer service-oriented relationships with faculty, staff, visitors, vendors, and others.
- Plans, manages, and oversees facilities and equipment for daily use and from inception to completion for special events, meetings, etc.
- Solicits, reviews bids and negotiates contracts with vendors.
- Coordinates lock and key needs and maintains distribution of keys, door locks and padlocks on campus.

Preventative Maintenance

- Manages, plans, and oversees a regular schedule of short and long-term maintenance of campus buildings/facilities and equipment including HVAC, lighting, elevators, and others.
- Maintains an adequate inventory of all necessary supplies and parts on-site.
- Manages tracking system for regular preventative maintenance schedules and ongoing requests.

Budgeting and Planning

- In collaboration with the Chief Financial Officer, prepares the annual facilities budget.
- Manages the facilities budget on an ongoing basis, including accurate tracking and forecasting expenditures.
- Provides support for the Board of Trustees Buildings and Facilities Committee, Emergency Response Team, and other committees and attends such meetings, as required.

Campus Security and Safety

- Oversees and manages overall campus security and safety program and establishes and maintains security requirements and safety protocols.
- Serves as a strategic partner in the school's Emergency Preparedness and Crisis Response programs in conjunction with the Head of School, Chief Financial Officer and other school administrators.
- Helps to develop and manage Emergency Response Plan (ERP), including facilitation of drills.
- Maintains appropriate stock of emergency supplies and equipment.
- Oversees the school's Fire/Life/Safety ensuring standards are met, updated and maintained.
- Provides first response for all campus facilities-related emergencies, on-call 24 hours a day, seven days a week, for alarm and facilities-related emergency needs.
- Serves as a liaison to police, sheriff, and fire department personnel.
- Manages school's federal and state regulatory compliance requirements, including OSHA, building codes, and all others.

General Management

- Supervises a full-time Facilities Associate.
- Prepares, updates and regularly communicates schedules for groundskeeping, maintenance and janitorial services.
- Provides general supervision and project management to facilities-related trades as needed including outsourced landscaping.
- Establishes and appropriately adjusts the timing of work and procedures to meet scheduled work requirements.
- Addresses, analyzes and resolves facilities issues and problems.
- Additional duties, as assigned.

QUALIFICATIONS

- Bachelor's degree in Facilities Management, Engineering, Construction Management, or a related field. Advanced degree or professional certification (e.g., CFM, IFMA) is a plus.
- Minimum of 5 years of experience in facilities management, with at least 2 years in a supervisory role.
- Strong knowledge of building systems, maintenance practices, and safety regulations.

Proven ability to manage budgets, schedules, and staff effectively.

- Excellent organizational, communication, and problem-solving skills.
- Ability to work collaboratively with diverse teams and stakeholders.

PHYSICAL REQUIREMENTS

- Ability to perform physical tasks associated with facilities management, including lifting, bending, and working in various weather conditions.
- Ability to respond to emergencies and perform tasks as needed during off-hours.

COMPENSATION AND BENEFITS

This is a full-time exempt position and reports to the Chief Financial Officer. The salary for this position is \$90,000-105,000, commensurate with experience. CRS employees enjoy a competitive employee benefits program including medical, dental and vision coverage, life insurance, long-term disability insurance, flexible spending accounts, retirement plan contribution, and voluntary supplemental life insurance and long-term care coverage.



HOW TO APPLY

Charles River School has engaged Dovetailed to lead this search. Interested candidates should email a cover letter describing why you are interested in working at CRS and how your talents and experience are a fit for this position (addressed to Head of School, Gabe Burnstein), a resume, and a list of at least three professional references consolidated as a single PDF document to Madison Sunley, Recruiter, at madison@dovetailedsourcing.com. *Please do not contact the school directly.*

Charles River School does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity, national or ethnic origin in the administration of its educational policies, personnel policies, admissions policies, financial aid programs and athletic and other school- administered programs. It is the policy of Charles River School to admit students of any race, color, religion, gender, sexual orientation, gender identity, national or ethnic origin.



CHARLES RIVER SCHOOL

6 Old Meadow Road
PO Box 339
Dover, Massachusetts 02030

Dover, Massachusetts

Dover, Massachusetts, is a picturesque and affluent suburb located in the MetroWest region, just 15 miles southwest of Boston. Known for its tranquil charm, natural beauty, and top-rated schools, Dover offers a serene lifestyle with convenient access to the cultural and professional opportunities of the Boston metropolitan area. With its historic character, scenic landscapes, and close-knit community, Dover is a highly desirable place to live and work.



Highlights of Dover

Scenic Beauty: Nestled along the Charles River, Dover is home to lush greenery, open spaces, and miles of trails, including the extensive Noanet Woodlands and the Charles River Reservation.

Historic Charm: Dover's historic roots are evident in its well-preserved colonial homes, the iconic Dover Church, and landmarks like the Sawin Building, which houses the town library.

Rural Serenity: Known for its large lots, tree-lined streets, and pastoral landscapes, Dover provides a peaceful retreat with a distinctly rural character.

Outdoor Recreation: Residents enjoy hiking, horseback riding, and biking on local trails, as well as kayaking and fishing on the Charles River.

Proximity to Boston: While Dover maintains a quiet, suburban lifestyle, it's just a short drive or commuter rail ride to Boston, offering easy access to world-class dining, arts, and career opportunities.

Close-Knit Community: Dover's small population fosters a strong sense of community, with town events, farmers' markets, and recreational programs bringing residents together.

Convenient Location: Situated in the MetroWest region, Dover offers easy access to nearby towns like Wellesley and Needham for shopping, dining, and additional amenities.