Chinese American International School seeks a

Facilities Manager

This is an English language position; NO Chinese language proficiency required.
Exempt, full-time position

OPPORTUNITY

We are looking for a facilities professional to join CAIS as a vital member of the team working to bring our new 19th Avenue Campus to life. This game-changing facility will support CAIS in becoming the world’s most innovative, inspiring, and influential Mandarin immersion school.

OUR IDEAL CANDIDATE

The ideal candidate finds resonance with CAIS's mission to Embrace Chinese, Become Our Best Selves, and Contribute to a Better World. The Facilities Manager will work to ensure that our campuses meet the Strategic Vision 2020-2025 goal of “Reimagining Our Learning Spaces.”

The Facilities Manager is responsible for overseeing the maintenance, safety, and security of the school’s buildings and grounds as well as managing the facilities staff, contractors, budget, and project-managing upgrades, construction, and renovation work. This full-time, exempt position may sometimes require evening or weekend work. The Facilities Manager reports to the Director of Finance and works closely with the Facilities Working Group.

BENEFITS

The CAIS Board of Trustees and administration are expressly dedicated to ensuring that CAIS is a great place to work. The school is committed to attracting, developing, retaining, and rewarding top-tier faculty and excellent educators with a strong benefits package. Please see the final page for a description of benefits.

ESSENTIAL DUTIES

- BUILDINGS AND GROUNDS:
  - Provide and maintain a safe, clean, and healthy environment for the students and staff of the school
  - Plan, manage and direct all phases of the facilities operations and implementation of all facilities projects including a tracking and prioritization system for facilities requests from staff
  - Supervise all maintenance, grounds, janitorial and other contract personnel
  - Oversee the maintenance, repair, and safety of the buildings which includes work with contracted construction managers to maintain safety conditions at all times
ESSENTIAL DUTIES

- BUILDINGS AND GROUNDS (continued):
  - Plan and implement maintenance and renovation of buildings, and grounds which includes preparation of all bids and quotations for contracted work, equipment, and supplies
  - Plan and manage campus security which includes: key tracking and distribution, scheduling after hours caretaker rounds, hiring additional security as needed, building and maintaining a proactive relationship with the local police department
  - Purchase all necessary building, grounds, emergency preparedness and custodial supplies and equipment
  - Coordinate set-ups for school events
  - Monitor campus parking

- COLLABORATIONS:
  - Lead major capital projects as an essential member of the project management team
  - Collaborate in the emergency planning and management process
  - Participate in school-wide meetings and events as a member of the Administrative Council
  - Serve as the school’s liaison with neighbors as needed

- PLANNING AND COMPLIANCE:
  - Maintain an inventory of all equipment and drawings, plans, manuals, and warranties in an organized and accessible manner
  - Monitor the planning, maintenance, and replacement of capital equipment
  - Annually conduct an asset inventory and evaluate building and equipment condition and timing and replacement of such
  - Schedule and oversee annual and routine inspections for: fire extinguishers, fire alarms and sprinklers, trees, backflow, and play equipment and maintaining a proactive relationship with the local fire marshall and fire department
  - Monitor all facility work to ensure compliance with CalOSHA standards, building and fire codes, maintain IIPP and health and safety.
  - Provide and maintain a working knowledge of any current and ongoing certificates, registrations, licenses, and other documents and support administration of the insurance program

- APPROACH AND PROCESS:
  - Develop and present recommendations for modernization of internal systems, and best practice implementation
Demonstrate complete integrity and inspire trust in order to effectively establish and maintain cooperative working relationships within a diverse, multicultural environment and promote and contribute to an inclusive and respectful workplace

Exhibit sound judgment related to confidential conversations, projects, and information related to the school or any of its constituents including effective communication regarding such matters to the appropriate individuals

Execute responsibilities efficiently, accurately, and on or before deadlines

Uphold the mission, vision, and values of CAIS including a demonstrated commitment to diversity, equity, and inclusion

Display initiative, internal motivation, flexibility, curiosity, and an approach to learning and growth

**OTHER DUTIES AS ASSIGNED**

**ESSENTIAL REQUIREMENTS**

- BA or BS or equivalent experience
- Project Manager Certification preferred, such as Project Management Professional (PMP).
- Minimum 5 years of related management experience or equivalent combination of education and experience. Experience in a nonprofit or independent school is preferred.
- A self-starter and team player with a sense of urgency who is driven to learn and continually identify and determine the cause of problems, and seeks ways to improve professional skills and programs
- Strong interpersonal skills to communicate effectively with a wide-ranging audience, including staff, alumnae, parents, volunteers, and external stakeholders
- Excellent interpersonal, organizational and managerial skills and a cooperative team approach
- Effective written and verbal communication skills
- Occasional availability on nights or weekends
- Initial and continued criminal background clearance by DOJ and FBI
- Initial and continued tuberculosis clearance

**PHYSICAL DEMANDS**

The physical demands described below represent those that must be met by an employee to successfully perform the essential functions of this job. In accordance with the Americans with Disabilities Act, as amended, the California Fair Employment & Housing Act, and all other applicable laws, CAIS provides reasonable accommodations for qualified persons with disabilities. A qualified individual is a person who meets the skill, experience, education, or other requirements of the position and who can perform the essential functions of the position with or without reasonable accommodation.
• Lift and/or carry moderate weight (40 pounds)
• Sit, stand, walk, climb stairs or ladder, reach, perform repetitive hand motions, hear, speak
• Considerable time is spent at a desk using a computer terminal
• Prolonged and irregular work hours on occasion
• Work with frequent interruptions

WORK ENVIRONMENT
Inside and outside environment. Demanding physical conditions may include: climbing ladders; working in high places, tight quarters, and under and on buildings; and working in inclement weather. Must be able to work with potentially hazardous materials in a safe manner and safely perform required duties in potentially hazardous environments.

ABOUT CAIS
As the nation’s first Mandarin Immersion Preschool through 8th grade school, CAIS embodies our mission by working continuously to maintain our role as a leader in immersion education. We value honest self-assessment, thoughtful self-reflection, intentional planning and focused implementation. We are known as an ambitious school, and we have embarked on a multi-year vision to reimagine immersion, reimagine our culture of learning, reimagine character and community, and reimagine our learning spaces. While our three campuses are currently located in the Hayes Valley neighborhood of San Francisco, we are thrilled to announce that we have purchased a campus on 19th Avenue in San Francisco which will more than double our program space and allow all divisions to be together on one spectacular campus.

TO APPLY
CAIS’s commitment to diversity, equity and inclusion is central to our mission. People of color and LGBTQIA candidates are strongly encouraged to apply.

Email cover letter, resume, and list of references to CAISHR@cais.org. In the subject line please indicate: “Facilities Manager.” Please no calls.
CAIS as a Workplace

Chinese American International School is dedicated to attracting, developing, rewarding and retaining world-class employees and ensuring that this is a great place to work. We put a high priority on advances in compensation, benefits, and work climate with a 2021-2022 benefits package and perks including:

**Distinctively CAIS Benefits**
- Down payment assistance for home purchase
- Commuter benefits provided (up to $270/month)
- Trips to China and Taiwan
- Below-Market Rental process assistance
- Dynamic, dual culture setting valuing honest self assessment, thoughtful self reflection, intentional planning, and focused implementation

**Health Benefits**
- CAIS pays 100% of the premium for medical, dental, vision, acupuncture, short-term disability and long-term disability, and life insurance for you (along with competitive rates for spouse and family coverage)
- Employer-funded Health Savings Account (HSA) and Pre-tax HSA employee contribution
- Pre-tax Flexible Spending Account (FSA) for medical and dependent care

**Financial Benefits**
- CAIS contributes 5% of your earnings immediately in a 403(B) retirement plan (no contribution required on your part)
- Transparent salary benchmarked to the Bay Area's competitive standards, including annual cost-of-living adjustments

**Vacation / Holiday / Paid Time Off**
- 10 Paid Federal holidays
- Up to 2 additional days off for religious holidays
- Accrue 12 days of Sick Time annually
- Accrue 10 to 20 days of Vacation Time annually based on years of service

**Professional Development**
- Robust opportunities for conferences, workshops, and courses

**Quality of Life and Appreciation**
- Appreciation breakfasts
- Wellness program
- Monthly appreciation lunches
- Twice-yearly Faculty/Staff Appreciation Weeks
- Annual milestones luncheon
- Free tickets to annual dinner/dance gala
- Lunar New Year luncheon
- Birthday gift card