



## Director of Facilities & Maintenance Leadership Profile

[St. Margaret's Episcopal School](#) (SMES) seeks a proven facilities leader who will bring a strategic vision and operational excellence to the Director of Facilities & Maintenance role.

The successful leader will be an exceptional communicator and servant leader with high emotional intelligence who empowers teams, maintains executive presence, and operates under a "no surprises" philosophy while building strong relationships across all levels of the organization. Proven fiscal stewardship expertise, a proactive solution-oriented mindset, and the ability to navigate complex municipal relationships is required.



## Position Summary

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The Director of Facilities & Maintenance will report to the Chief Financial and Operations Officer (CFOO) and oversee a team of 22. They are responsible for overseeing the strategic direction, day-to-day operations, and long-term care of the School's physical plant, including buildings, grounds, custodial services, and mechanical systems. This role is essential in maintaining a safe, clean, and functional environment across all school facilities to support the school's mission. The Director will also supervise major and minor construction projects, preventive maintenance, emergency repairs, vendor coordination, and custodial services while maintaining compliance with regulatory and safety standards.

## Key Opportunities & Challenges

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### Major Capital Projects and Campus Transformation

The new Director will oversee the opening and management of St. Margaret's largest-ever construction project ever—The Commons, a 30,000 square foot, \$40M+ building scheduled to open summer 2026. This represents both an exciting opportunity and an immediate challenge, requiring the Director to:

- Ensure successful completion and occupancy certification of The Commons
- Manage the complex transition of repurposing current weight room spaces into classrooms and educational technology facilities
- Oversee multiple million-dollar projects scheduled for August 2026
- Close out the current 10-year master plan while contributing to the development of a new strategic master plan
- Participate in the school's long-term vision to provide future athletic facilities including a pool, track, and tennis courts (10–20-year horizon)

### Operational Excellence in a 12-Month Environment

St. Margaret's operates year-round with extremely limited windows for major maintenance and projects. The Director must:

- Navigate the complexities of a meticulously maintained campus that never truly closes
- Work within a compressed summer window (primarily 2 weeks) when athletics, camps, and special programs continue
- Coordinate maintenance around overlapping sports seasons on natural grass fields with winter growing cycles
- Manage night crew operations that handle much of the work when day activities prevent access
- Plan proactively for major infrastructure replacements

### Team Development and Leadership

The facilities team operates as a well-established organization with strong day and night shift managers and dedicated staff members. There are significant opportunities to:

- Strengthen communication channels across all stakeholder groups
- Empower the capable management team to operate with greater independence and efficiency
- Develop talented staff members who have potential for expanded responsibilities

- Establish transparent, proactive communication with all stakeholders, from senior leadership to division principals to the Church that shares the campus
- Implement systems that ensure timely follow-up on all commitments and keep leadership informed

### **Municipal and Community Relations**

San Juan Capistrano is a close-knit town of 30,000 residents with a committed city council and community that cares deeply about St. Margaret's. The Director will need to:

- Represent the school professionally in dealings with city officials, the Orange County Fire Authority, and other governmental agencies
- Balance the pace of the town's processes and procedures while meeting the school's operational needs
- Maintain positive relationships in a community where the school frequently sponsors local events like the Swallows Day Parade

### **Strategic Leadership and Vision**

The Director steps into a pivotal role at an exciting time in the school's history. Success will require:

- Hitting the ground running with strong facilities management expertise from day one
- Building credibility quickly with a senior leadership team that values data, transparency, and decisive action
- Balancing immediate operational needs with strategic planning for a campus that will continue to evolve dramatically over the next decade
- Serving as fiscal steward of significant resources while delivering the meticulous attention to detail that defines the St. Margaret's campus experience
- Contributing meaningfully to the development of the school's next master plan and long-term vision

## **Essential Duties**

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### **Construction Management**

- Serve as the school's project manager for major construction and renovation projects
- Coordinate feasibility studies, design development, budgeting, permitting, and contractor management from project conception through completion
- Liaise with architects, engineers, contractors, the City of San Juan Capistrano, Orange County Fire Authority, and other governmental agencies for all planning, permit, and inspection needs
- Manage project schedules, budgets, quality standards, and safety protocols
- Oversee bidding, contracting, budgeting, and execution of capital projects from concept through completion
- Approve invoices and monitor progress reporting; provide timely updates to CFOO and Board of Trustees as required
- Ensure project timelines, quality standards, and budgets are met

### **Strategic Planning and Budgeting Management**

- Develop and manage the annual PPRSSM budget and facilities-related capital budgets in collaboration with the CFOO

- Prioritize projects based on facility needs assessments, risk mitigation, and strategic plan alignment
- Identify and implement cost-saving measures and sustainable operational practices

### **Facilities Management**

- Oversee daily operation of all physical plant components, including HVAC, electrical, plumbing, carpentry, and infrastructure systems
- Develop and execute a preventive maintenance plan and maintenance request system
- Maintain campus equipment, vehicles, and shop tools in working and safe condition
- Participate in regular training sessions to stay current on best practices and emergency preparedness
- Coordinate inspections, regulatory compliance, and required documentation for building safety, fire, elevator, HVAC, and other systems
- Collaborate with school leadership and departments to ensure facilities support school programming and events

### **Qualifications**

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#### **Required**

- Minimum 10 years of progressively responsible experience in facilities management, construction oversight, or a related field
- Demonstrated experience managing large-scale construction projects
- Strong leadership and team management skills
- Knowledge of building systems, maintenance operations, and safety standards
- Proven ability to manage complex budgets, vendors, and long-term planning initiatives
- Excellent communication, problem-solving, and organizational skills

#### **Preferred**

- Experience in independent schools or educational settings
- Familiarity with sustainable building practices and environmental health and safety standards
- Facilities Management Certification (e.g., FMP, CFM, or similar)

### **St. Margaret's Episcopal School**

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St. Margaret's Episcopal School (SMES) is a vibrant learning community where natural curiosity and academic pursuit flourish. As an independent, co-educational day school serving students in preschool through grade 12, SMES provides a vigorous college-preparatory program dedicated to educating the hearts and the minds of its students and nurturing the whole child. Students have unlimited opportunities to discover and explore new passions and curiosities. They are supported and cheered on by a diverse and welcoming community rooted in its Episcopal identity and values. Students and teachers are eager and enthusiastic to be here, to be together, to learn and grow, and that energy is contagious.

In 1979, the Reverend Canon Ernest D. Sillers opened the doors of St. Margaret's Episcopal School in pursuit of a mission to educate the hearts and minds of young people for lives of learning,

leadership, and service. The school's mission is rooted in the development of five core values in its students: balance and breadth, character, community, equity and inclusion, and high expectations. While the landscape of education has changed over the last four decades, the school's mission and core values have remained constant. The fifth core value of equity and inclusion was added by the Board of Trustees in the Fall of 2019.

The school recently completed a strategic planning process and presented a new plan to the community. The [Strategic Plan](#) outlines six initiatives: Rooted in Wellness and Purpose, Leading through Learning, A Culture of Dignity and Belonging, Space to Grow, Empowered for the Digital Age, and Expanding Our Impact.

The Board of Trustees and Head of School, [Dr. Jeneen Graham](#), have set a bold and transformative course for St. Margaret's, its students, and professional community while honoring the legacy and core values on which the school was built. The strategic planning ensures the school looks towards a transformative future and allows St. Margaret's to discover authentic student needs for deeper connection and relevance in their learning and a whole-child approach to student health and wellness.

Related to all-school initiatives, the school broke ground in 2025 on a 30,000-square-foot building, The St. Margaret's Commons, as part of its [Tartans Thrive](#) capital campaign.

## To Apply

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St. Margaret's Episcopal School has retained [Opus Partners](#) to support this recruitment. [Kenna Boyd](#), Partner, and [Thomas Lapierre](#), Senior Associate, are leading the search. Confidential inquiries, applications, and nominations should be submitted by email to Thomas at [thomas.lapierre@opuspartners.net](mailto:thomas.lapierre@opuspartners.net).

*Anticipated hiring range: \$150,000 to \$200,000 annually*

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