



SAINT ANN'S SCHOOL

POSITION ANNOUNCEMENT: CAPITAL PROJECTS MANAGER

Saint Ann's School, an independent, non-sectarian day school, is seeking an organized and detail oriented Capital Projects Manager to join our Buildings and Grounds Department. The Buildings and Grounds Staff is under the direction of the Director of Campus Facilities and Capital Management and this position reports directly to the Director.

The Capital Projects Manager, in coordination with the Director, has the responsibility of overseeing the planning, design, and construction process for capital expenditures and facility reinvestment projects throughout the Saint Ann's Campus.

ABOUT SAINT ANN'S SCHOOL

Saint Ann's is among the largest and most selective independent schools in New York City, known for the breadth and depth of its curriculum in academic disciplines and the visual and performing arts. Since its founding in 1965, Saint Ann's has embraced a commitment to education for its own sake, oriented to the capacities of each individual student, free of the encumbrances of formal grading, prizes, and rankings. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a love of learning and sustain creative energy in every field of endeavor. We accomplish this by bringing together talented teachers with creative and motivated students. Seeking to create a community rooted in trust and equity, we invite each other to take risks, pursue knowledge, and celebrate growth. Saint Ann's is committed to centering anti-racism in the life of the school.

RESPONSIBILITIES

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Responsible for the implementation of capital projects, including the design and construction of buildings, renovation projects, infrastructure projects, energy performance projects, repair projects, and capital maintenance projects



- Under the supervision of the Director, assess facilities' needs and develop conceptual plans and budgets for facilities projects, in line with annual budgets and the 10-year capital plan
- Provide direction and technical assistance to architects, engineers, and contractors on all new construction, renovations, and facility reinvestment projects
- Develop and maintain project budgets and schedules; ability to report on projects' financial status and performance
- Plan, organize, manage, and participate in the selection process (RFQs, RFPs) of any applicable consultants, contractors, or vendors
- Prepare regular project management reports and keep the Director informed on the progress, status, and appropriate details of all projects
- Review and monitor all design and/or construction documents and contracts to ensure alignment with budget and schedule
- Conduct any necessary project meetings with contractors, vendors, school administration, consultants, trustees
- Inspect projects/ jobsite operations at appropriate intervals to ensure all plans, specifications, codes, and regulations are considered; recommend any actions for improvement
- Work closely with the Finance department and Director to manage capital project budgets and make appropriate recommendations regarding payment of any project related invoices
- Manage changes in project scope, identify potential issues, and devise contingency plans, and inform relevant stakeholders
- Review, negotiate, and approve change orders with the any contractors and ensure fair value for the School
- Develop comprehensive understanding of project goals, strategy, and commitment, including financial goals, scheduling, logistics, phasing, milestones, and inspections
- Demonstrate and maintain effective and open dialogue with project teams, Buildings & Grounds staff, and school staff

PERSONAL AND PROFESSIONAL REQUIREMENTS

- Bachelor's degree in engineering, architectural or construction-related curriculum
- 5+ years of design and construction management experience
- Experience in project management methodologies, planning, cost control, construction economics, cost life cycle analyses, and financial management
- Understanding of building components, including mechanical, electrical, and plumbing



- Knowledge of local laws, codes, and reporting requirements including building safety regulations and protocols
- Experience and knowledge of implementing environmentally sustainable solutions
- Ability to use CAD or other design programs; ability to read construction drawings
- Computer literacy
- Demonstrated ability to promote and work effectively with diverse groups and support diversity, equity, and inclusion in every day work
- Some work may require being on-site during off-hours/weekends, to accommodate the School's schedule

COMPENSATION

This is a full-time or part-time faculty or administration position with a base salary range of \$105,000-\$120,000, commensurate with education and experience.

TO APPLY

Interested applicants should send a cover letter that speaks directly to the school's mission (you can learn more about us at <https://saintannsny.org/>) and a resume to CapitalProjectsManager@saintannsny.org. Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Position is open until filled. Anticipated start date of May 1, 2023.

NOTICE OF NONDISCRIMINATORY POLICY

Saint Ann's School admits students of any race, color, religion, creed, gender, disability, national or ethnic origin, sexual orientation or any other category protected by applicable federal, state or local law, to all the rights privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, religion, creed, gender (which includes a person's actual or perceived sex, as well as gender identity and expression), age, marital status, disability, national or ethnic origin, sexual orientation, familial status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status or any other category protected by applicable federal, state or local law, in carrying on



its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.