



Job Title: Director of Physical Plant

Job Status: Full-Time

Reports to: Director of Finance & Operations (DFO)

Start Date: May 2026

Salary Range: \$80,000 - \$120,000

About Brookwood School:

Brookwood is an Early Childhood through Grade 8 independent school of about 300 students on the coast of the North Shore of Boston. At Brookwood, confidence isn't taught — it's cultivated. Our program invites students to think deeply, act with empathy, and engage boldly with the world around them. It's a place where intellect and imagination thrive side by side, and where children discover the courage to question, the skill to create, and the character to lead. Our 110 faculty and staff bring that same spirit of confidence and care to their work every day. They collaborate joyfully, innovate thoughtfully, and go the extra mile to do what's best for kids — shaping a community where everyone is known, valued, and inspired to grow.

The Campus

Brookwood is located 25 miles north of Boston on the coast in Manchester, MA on a beautiful 30-acre wooded campus. The physical plant includes a pond, wetland spaces, forest areas, and open green space. The 130,000 square foot facility sits under one roof with construction ranging from the original 1900 stable (now housing grades 5-8) to the 2014 state-of-the-art lower school, a dining commons, and kitchen. In addition to grade level classrooms, there are five outdoor classrooms, two music rooms, three art studios and a kiln room, four science labs and science gym, a newly renovated library with a 15,000 volume collection, an Idea Lab, a gymnasium and a multi-purpose theater/gymnasium space, a dance studio, two synthetic turf fields, and well-appointed outdoor play spaces. The surrounding area of Cape Ann is filled with beautiful natural and historical attractions such as beaches, parks, preserves, museums, and hiking trails that are used frequently by our students, employees, and families alike.

Job Summary:

The Director of Physical Plant both oversees the operation, maintenance, and improvement of the school's buildings, grounds, vehicles, and physical infrastructure, and is also a hands-on member of the Maintenance Team. The ideal candidate is a conscientious, problem-solving, team-oriented professional with strong technical knowledge, leadership skills, and the ability to ensure that all campus facilities are safe, efficient, and well-maintained year-round.

Essential Duties:

- Supervise and lead maintenance, custodial, and grounds staff
- Actively participate in maintenance, repair, groundskeeping, and all other work of the Maintenance Team as required
- Oversee daily operation and maintenance of campus buildings, systems, and grounds
- Develop and manage department budgets and maintenance schedules
- Oversee maintenance, inspection, cleaning, fueling, and scheduling of school-owned vehicles, including pickup trucks and small school activity buses

- Ensure proper preventive maintenance for HVAC, electrical, plumbing, mechanical, and life-safety systems
- Coordinate vendors and contractors for repairs, inspections, and capital projects
- Support long-term facilities and capital planning aligned with the school's strategic goals
- Maintain compliance with safety, health, and environmental regulations
- Manage and actively participate in snow and ice removal, including plowing, sanding, and de-icing of all campus areas
- Operate and maintain snow removal and plowing equipment
- Manage visitor parking for school functions and special events, with assistance from maintenance staff
- Assist with campus logistics for events, activities, and emergency response
- Serve as a member of the school's leadership team, contributing to strategic planning and decision-making related to school operations
- Other duties as required and assigned

Job Requirements:

- Ability to lift up to 50 lbs and perform hands-on maintenance tasks
- Ability to operate snow removal and plowing equipment and light- to medium-duty vehicles
- Availability for on-call emergencies, some evenings and weekends for school events, and all-night hours as needed to handle snow and ice conditions to prepare the school for an on-time opening
- Experience with snow and ice removal, including plowing

Job Qualifications:

- Bachelor's degree in facilities management, engineering, or a related field preferred; equivalent professional experience in facilities or plant operations will also be considered
- 5–7 years of experience in facilities or plant operations (educational or institutional setting preferred)
- Background or training in HVAC systems is highly desired
- Demonstrated supervisory and leadership experience along with ability work in partnership across an organization
- Strong organizational, communication, and problem-solving skills
- High level of conscientiousness and sense of ownership
- Computer proficiency with a particular comfort in Google Suite (Docs, Sheets, Gmail, Drive, etc.)
- Strong ability to manage multiple priorities and respond to emergencies as needed while maintaining a calm, professional, and discreet manner

We strongly encourage applications from people of color, LGBTQ candidates or candidates from communities that are historically underrepresented in independent schools. We are committed to an inclusive school experience for all those who come to work at Brookwood.

To Apply:

To apply, please email Alli Moore at amoore@brookwood.edu and include:

- PDF resume / CV
- Cover letter
- Be prepared to share five references, at least three of which are professional

We will be reviewing applications on a rolling basis. Thank you so much for your time and interest - we're very much looking forward to hearing from you!