



Job Profile

Job Title:	Director of Facilities
Department:	Facilities
Reports to:	President
Date:	1/29/2020

General Summary

What is the primary purpose of this position?

The Director of Facilities manages the day-to-day safe operations of the buildings and infrastructure of St. Francis Catholic High School. This role is responsible for the oversight of all maintenance activities, groundskeeping, custodial services, event set-up, safety, security, and risk assessment across the school campus.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

Facility Management

- Hires, trains, schedules, provides work direction, coaches and counsels, disciplines, and evaluates performance of facilities department staff consistent with the needs and mission of St. Francis Catholic High School.
- Creates and manages the facilities budget to ensure expenditures are allocated to correct accounts and do not exceed established limits.
- Collaborates with the Director of Technology on the maintenance and oversight of telecommunications, intercom, projection, and security systems.
- Prepares for and participates in fire department, risk management (liability and safety), environmental and health department inspections and arranges for re-inspections.
- Works with city officials to monitor parking requirements, including ADA and electric vehicle compliance.
- Coordinates with city to ensure compliance with methane gas and landfill monitoring and reporting requirements, and consistently evaluates the impact to campus.
- Keeps accurate records for regulations, inventories and facilities condition.
- Ensures timely filing of all documentation and reports to regulating agencies as required by county or state law.
- Works in collaboration with Executive Team members and the Facilities, Technology, and Finance (FTF) committee to determine future projects, costs and labor estimates, and timelines for completion.
- Works with Administration to understand academic needs and the learning environment to ensure appropriate classroom facility layout and purchases.
- Participates in strategic planning to advise and determine facility planning needs and other related topics.

Maintenance Operations



Job Profile

- Oversees and ensures the safety practices, completion of daily tasks, and maintenance related to electrical, plumbing, heating and air conditioning.
- Responds to emergency repair needs and/or system breakdowns; assesses problems and determines appropriate course of action.
- Oversees maintenance and repair needs of all real property owned by the school.
- Oversees athletic field care and maintenance.
- Initiates, coordinates and implements the work of outside contractors and utility companies and other vendors involved in short- and long-term campus projects. Manages outside vendors, evaluating performance, campus need, and costs.
- Tracks progress of all campus building and facility projects, creates status reports, and presents information to Exec Team, FTF, and appropriate parties.
- Collaborates with the Operations Manager to maintain and ensure security of the keying system and security alarm codes.
- Along with the Operations Manager, responds to after-hours alarm responses and other emergencies.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

Bachelor's Degree or equivalent Facility Management Certification required.

Job experience:

10+ years of Facility Management, 3+ years supervising a team of employees, experience in Facility Management in an educational institution preferred.

Technical/Functional skills:

- Knowledge and experience with building and safety codes (OSHA, ADA Uniform Building Code, National Electric Code, Uniform Plumbing and Fire Code).
- Knowledge of various controls systems (HVAC, Boiler Safety).
- Ability to read and interpret building plans (architectural and construction plans).
- Knowledge of athletic field care and maintenance.
- Foster and work within a team environment.
- Excellent communication skills in order to assign work and coordinate projects.
- Strong planning, organization, and follow-through skills.
- Ability to manage multiple projects simultaneously.
- Knowledgeable in computer applications related to the duties and responsibilities specified.

Other Requirements:

- Other duties may be required as needed.