

JOB POSTING ASSISTANT DIRECTOR OF FACILITIES

REPORTS TO: EXECUTIVE DIRECTOR OF MISSION AND OPERATIONS

JOB SUMMARY: This position is primarily responsible for coordinating the delivery of essential facility maintenance and custodial services, recommending priorities for needed repairs and renovations, coordinating facilities set up for special events, and directing the development of contingency plans for extraordinary grounds and maintenance efforts under emergency conditions.

PRIMARY RESPONSIBILITIES:

Core duties and responsibilities include the following:

- Develop and maintain a preventive maintenance program for all building and mechanical systems to ensure all equipment and fixtures are functioning optimally.
- Schedule and oversee maintenance and repairs to ensure efficient operation of all building and grounds systems including HVAC, electrical, lighting, plumbing, fire protection, waste management, and landscaping. Retain and supervise vendors for these purposes.
- Oversee the services provided by the custodial company to ensure the school remains clean and well maintained.
- Oversee the services provided by security personnel, which may include employees, outside services and police officers.
- Oversee the school's access control systems (alarm, parking gates); be available to respond to fire and burglar alarms; diagnose and repair problems as needed.
- Ensure initial and ongoing adherence to all City and State operating certification requirements. Schedule required service and inspections in a timely manner.
- Develop and implement an effective system to ensure prompt responses for repair and maintenance requests.
- Schedule and oversee all summer cleaning and repair projects.
- Prepare report, analyze data, and make recommendations for improving operations and solving maintenance-related problems.
- Establish and maintain a computerized maintenance management system for tracking work orders, spare parts, and maintenance history. Monitor the use and inventories of spare parts, maintenance supplies, and equipment, and initiate reordering when necessary.
- Assist in the planning and implementation of school improvements, capital projects and expansions.
- Initiate and carry out projects that improve efficiency and/or reduce operating costs.
- Coordinate damage assessment and necessary repairs in case of natural disasters.
- Coordinate facilities set up and break down for school events.
- Manage calendar for facilities (gym, TJMCM, etc.)
- Assist with hiring of maintenance and security personnel.

EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree from a four-year college or university; or two-year related training plus three years of experience.

Knowledge in the areas of plumbing, electrical, light carpentry and mechanical systems. Applicants must be able to pass a background check and will receive safe-environment training.

PLEASE SUBMIT COVER LETTER AND RESUME TO: cweber@crstoreyjesuit.org