

Manager, Facilities

Job Description Section

St. Pius X High School is seeking a talented and knowledgeable Facilities Manager, who works with the Director of Facilities to meet the goals and needs of the campus physical plant. In conjunction with the Director of Facilities, oversee the repair and maintenance of campus buildings, MEP systems and equipment to maintain a safe and healthy environment for students, employees, and visitors of the school

Position: Manger, Facilities (2024-2025)

FLSA: Full-time, Contract, Exempt

Reports to: Director, Facilities

Work Schedule: 6:30 a.m. to 3:30 p.m., Monday through Friday, plus scheduled events.

Mission: Prayer, Study, Community, Preaching - this is Dominican education at St. Pius X High School. Inspired by Veritas, young men and women embrace academic excellence and integrity, celebrate the community's diverse gifts and heritage, and embody social justice and service.

Responsibilities:

- Assess daily operational needs upon campus arrival each morning
- Assign duties as needed to day maids and building operators as needed. Ensure productive output from all team members daily
- Manage maintenance crew daily assignments, develop teammates, approve time off as needed
- Step in as director when needed
- Ensure preventative maintenance is completed on schedule for building systems.
- Complete small repairs as needed.
- Problem-solve minor issues related to electrical, door access, fire alarm, sprinkler, sacristy, science lab
- Plumbing repairs, clogs, and broken lines
- Coordinate with MEP vendors as needed to ensure efficient, cost-effective solutions to repair needs
- Accountable for timely completion of work orders at two campus site locations
- Repair/replace hardware, damaged gates, assess roof leaks,
- Some painting, water sealing, picture hanging, etc. as needed.
- Assist other teammates as a back-up for event set-ups of chairs and tables, orchestra shell, etc.; set up and break down of tables and chairs for school lunch time, events, and meetings.
- Must be able to work independently without continuous direct supervision.
- Walks grounds daily to inspect for maintenance issues and remove trash and debris.
- Complete training as needed to continue skills development
- Performs other duties as assigned.

Job Qualifications Section

Required Qualifications:

- Commitment to embrace the mission of St. Pius X High School.
- High school diploma or general education degree (GED).
- A minimum of three years in facilities maintenance or equivalent.
- Knowledge of campus operations including equipment, lifts, mowers, alarms
- Basic computer knowledge including e-mail, work order management, building management software
- Highly organized and reliable with demonstrated success working in a quick-paced, dynamic environment with many responsibilities.
- Ability to exercise discretion in handling confidential information and materials.
- Completion of safe environment training (currently Safe Haven).

Visit www.stpiusx.org/employment to apply.