

Facilities Manager

Full-time

Holy Family Catholic High School offers excellence in education by providing opportunities to grow spiritually, morally, intellectually, and physically within a community of Faith. We encourage and inspire our students to achieve personal excellence and to use their talents to lead as they serve God, one another, and the larger community.

The Facilities Manager will ensure that the facility is maintained to current safety and environmental standards, utilizing personal skills, staff and vendors to maintain a clean, presentable workplace. Perform maintenance and/or planned improvements as necessary and budgeted.

Holy Family is looking for a highly motivated and passionate facilities professional who is inspired by a community of students, parents, faculty, staff, and administrators who care deeply for each other and the school facility they call "home." The successful candidate will be self-directed, enjoy taking initiative, and will take great pride in the both the image and integrity of Holy Family's building and grounds!

ABOUT THE JOB:

- Oversee and maintain Holy Family's building security system, scheduling non-business hours access, and card access. Be available for 24 hour on-call for building emergencies.
- Ensure the facility is cleaned in a timely manner following established cleaning standards and schedules.
- Maintain all electrical, plumbing, and mechanical systems.
- Maintain landscaping & grounds, including parking lots and practice and game fields.
- Some daily custodial work.
- Evaluate and recommend equipment for the maintenance of building integrity.
- Perform structural maintenance: plumbing, electrical, etc. when possible. Responsible for emergency repairs when necessary and capable.
- Schedule outside services, source vendors and purchase supplies as needed.
- Project manage construction and/or renovation, solicit bids, schedule work, oversee to completion and payment approval.
- Maintain effective collaborative working relationships with all community members.
- Manage and direct maintenance staff and/or outside contractors.

Communication

- Maintain high level of professionalism in all internal and external communication including in-person, on the phone, in e-mail and voicemail correspondence, etc.
- Communicate any facility-related announcements / issues to the Holy Family community as necessary.
- Appropriately engage in effective conflict resolution when necessary.

Administrative

- Ensure the enforcement of, and adherence to, all State, Federal and local Standards and Codes necessary to maintain a safe work environment.
- Uphold and adhere to Holy Family's policies and procedures as outlined in the Holy Family Employee Handbook.
- Exercise sound fiscal management including development and implementation of the budget.
- Perform other duties from time to time to meet the changing needs of the school community as determined by the supervisor.

DESIRED SKILLS/EXPERIENCE:

- Creative problem solving and decision-making skills; excellent judgment.
- Extensive knowledge and understanding of building systems.
- Takes initiative, self-directed, and self-motivated.
- Ability to work independently and as part of a team.
- Excellent attention to detail.
- Strong management, negotiation and troubleshooting skills.
- Demonstrated ability to organize, prioritize and multi-task workload.
- Working knowledge of Microsoft Office software.
- High school diploma with additional certifications for building maintenance and repair.
- Must have a valid driver's license and a good driving record. Bus driver's license preferred.
- Experience in the field of building management.