



# CRISTO REY

ST. MARTIN COLLEGE PREP

## FACILITIES MANAGER

*(1 FTE) Reports to: President*

As manager of the physical space of the campus, the Facility Manager (FM) guides and implements the day-to-day AND long-term care of the buildings and grounds of Cristo Rey St. Martin on behalf of the students and school community. The FM's role is one of servant leadership, contractor management, oversight, and implementation with an eye towards the fiscally and operationally responsible care of the health, safety, and appearance of the campus. The FM works closely with constituents of the school, understands their needs, and provides direction on the most effective and appropriate way to address those needs as they relate to using the facilities in order to advance the mission of CRSM.

### Responsibilities

- Manage all grounds and building maintenance, preventative care and repairs to all systems to keep CRSM's campus in good working order, including the appropriate supervision, acceptable performance/quality control of and budgeting for:
  - in-house maintenance and custodial staff,
  - kitchen/food services program,
  - third-party facilities vendors,
  - contractors,
  - pest control,
  - garbage and waste management (such as grease trap cleaning, etc.),
  - landscaping and snow plowing services,
  - cleaning personnel,
  - locksmiths,
  - utilities providers,
  - equipment maintenance and repair providers.
- Create annual operating budget and capital renewal (PPRRSM) budget for facilities department with the advice of the Real Estate and Facilities Committee, and control expenditures. Assist the business office in preparing annual facilities and maintenance budget and manage that budget throughout the year.
- Maintain records of all significant maintenance and repairs, and coordinating all capital improvement projects.
- Coordinate with faculty, staff, and administration to ensure optimal use of the facilities to promote CRSM's mission.
- Participates constructively in the strategic development and management of the campus (e.g. master plan, zoning compliance, utilities services, energy management)

- Organizes, schedules and supervises all repair and construction projects, with sensitivity to seasonality of school schedule and operational needs.
- Develop and execute strategy and calendar for maintenance and operation of the campus.
- Hire, schedule, and supervise all building and grounds maintenance staff at the school. Responsible for department personnel management, including performance evaluation, salary administration, training and development, discipline.
- Oversee regular maintenance and cleaning supply ordering process to meet CRSM needs.
- Oversee appropriate operation of the heating unit controls by maintenance staff and monitor mechanical equipment and utility systems to ensure a comfortable operating environment for faculty, staff, and students.
- Manage emergency maintenance and repair requests in a timely manner.
- Inspect and ensure overall cleanliness and functionality of the building.
- Maintain the school's alarm and phone systems. Public address/intercom.
- Manage the Food Service program for the school, ensuring the school meets all requirements for maximum funding through the federal lunch program, putting the program out to bid as needed, capturing student usage and making all necessary reporting. Explore other opportunities for the benefit of our students such as breakfast or afterschool programs.
- Assist Development Office as needed in identifying costs and sub-budgets for facilities-related activities and expenditures including exploring the school's eligibility for capital and facilities grants, etc.
- Support transportation coordinator with appropriate vehicle maintenance, etc.
- Supervise and schedule staff for the daily opening and closing of campus, including de-activating/activating the alarm system, performing thorough walk-throughs of the entire campus, inspecting physical environment for any issues and addressing them as needed.
- Serve as the liaison with agencies and contractors for all building and equipment inspections. Coordinate regular maintenance reviews of school equipment, such as boilers, AC units, pumps, roofs, etc. Ensure that all mechanical systems, appliances, and other equipment warranties remain in effect for their duration. Schedule regular inspections and maintenance visits and develop replacement schedules, etc. as needed.
- Ensures compliance with local, state, and federal regulatory requirements, including work safety regulations. Oversees inspections of all building systems as needed for compliance (fire sprinklers, fire alarms, food service equipment, etc.). Ensure adherence to all relevant building codes and other physical requirements and recordkeeping (such as ISBE) to operate as an accredited school.
- Lead all negotiations with, procurement of, and ongoing communications with, vendor contracts for physical care of facility. Direct vendors regarding the maintenance of building structures, HVAC, plumbing systems, electrical systems, security and alarm systems, hardware, and all exterior landscaping and parking areas.
- Obtain and maintain all appropriate permits and licenses for the proper functioning of the school in accord with city, state and federal guidelines.
- Coordination, documentation, and implementation of emergency facility procedures.
- Handle all special projects that require building and grounds involvement, including one-time events, community outreach and community service events, etc.
- Performs other duties as requested.

### **Attributes**

- Be passionate about the CRSM mission
- Participate in school events such as masses, service days, assemblies, retreats, etc.

- Be a faith leader within the school community
- Possess excellent organizational skills
- Serve as a representative of the school in public settings
- Be creative and entrepreneurial to ensure the best stewardship of school resources
- Remain committed to being a lifelong learner
- Exhibit a respectful sensitivity to the ethnic, racial and religious backgrounds of the student body. Fluency in Spanish a plus.

### **Qualifications**

- Proven supervisory skills
- Experience managing facilities and contractors, with aptitude to judge quality of performance in all major technical trades.
- Up-to-date technology skills sufficient to prepare spreadsheet and text reports, and operate a BAS (building automation system). Related experience to comfortably use maintenance/ticketing software.
- Commitment to the institution's needs and readiness to respond 24/7/365 as reasonable and necessary
- College or trade school degree or equivalent experience required, preferably in one of the following disciplines: Industrial Management, Construction Management, Civil Mechanical or Electrical Engineering, or Architecture.
- Personal experience in at least one technical trade (carpentry, mechanical, electrical, structural) a plus.

### **Physical Abilities**

- Able to lift equipment and materials weighing 50 pounds or more with frequency.
- Able to crawl, climb ladders, twist, turn and reach in completing a variety of job duties.
- Able to work in wide variety of environments as found in all interior and exterior areas of the school and subject to seasonal changes in conditions.

Salary to \$65,000 based on applicable experience.

Send resumes to Preston Kendall at:

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