

St. Mary's Academy
Employment Posting for Administrative Staff

Job Position: Head, Facilities & Maintenance

St. Mary's Academy Overview:

St. Mary's Academy, located in Englewood, Colorado is Metro Denver's premier Catholic, independent school offering rigorous academics in its co-ed lower and middle schools, and its high school for girls. St. Mary's Academy offers a safe, yet innovative program that embraces all student backgrounds, and fosters character and moral development from Pre Kindergarten to Graduation.

St. Mary's Academy is committed to recruiting and retaining a diverse faculty and staff who are dedicated to their profession and to the well-being and life of the St. Mary's Academy community. St. Mary's Academy does not discriminate on the basis of age, color, sex, disability, marital status, national or ethnic origin, race, sexual orientation or religion. This policy applies to all areas of student concerns: educational policies, admission policies scholarship, and grant-in-aid programs, athletic and other school-administered programs as well as employee/personnel concerns. St. Mary's Academy is an equal opportunity employer.

Job Description:

St. Mary's Academy is seeking a Head, Facilities & Maintenance, which is a full time 12 month, exempt position reporting to Campus Operations in the Business Office. This individual will be charged with the comprehensive responsibility for managing the maintenance of equipment, landscape, buildings and other facilities at St. Mary's Academy.

Major Duties and Responsibilities:

Principal Responsibilities:

- Provide proactive leadership, supervision and support for the maintenance staff. Set standards and ensure quality control. Encourage professional development of staff through training, goal setting and performance reviews.
- Protect, maintain and enhance the facilities and related assets of SMA in a safe and efficient manner including buildings, grounds, furniture, fixtures, fire safety and security equipment, and maintenance equipment and supplies.
- Schedule and supervise regular inspection, preventive maintenance and minor repairs on mechanical, electrical, plumbing, HVAC, security, safety and monitoring systems, school vehicles and other equipment.
- Coordinate responses to all facility work orders originating from building users, using established processes.
- Maintain a computerized control of work orders; oversee quality control and the timely, cost effective execution of all work orders, while developing logbooks for all areas of Physical Plant responsibilities.
- Provide operational support to SMA faculty, staff and parents for ongoing activities and special events.
- Stay abreast of the changing needs of SMA curricular, extracurricular and summer programs in order to respond in a timely fashion to any necessary changes.
- Work closely with Business Office to support the rental of facilities and grounds by outside parties.

- Jointly with the Campus Operations Manager and Chief Financial Officer, develop the annual operating budgets for facilities. Responsible for cost and budget control and maintaining records of all expenditures.
- Support the Campus Operations Manager in purchasing and inventory of equipment and supplies for maintenance, grounds, security, custodial, and transportation areas. Maintain adequate inventory of all necessary supplies and parts.
- Review purchase orders for budget, choice of vendor, proper approval and bids when required.
- Coordinate and monitor the performance of outside vendors such as landscapers, janitorial companies, trash, recycling, fire controls and alarms, etc. to ensure timely and quality service.
- Assist in the preparation for all Building and Grounds committee meetings.
- Participate with Campus Operations Manager and other school administrators in collaborative efforts.
- Takes on additional projects or responsibilities, as the Campus Operations Manager or Chief Financial Officer deems appropriate.

Environmental and Safety Responsibilities:

- Responsible for code compliance programs, including asbestos management, OSHA, lead in water, soils, paints; air quality, hazardous waste reduction, management, and disposal, radon and other health related issues.
- Ensure that the school is accessible and in compliance with the ADA or that reasonable accommodations have been provided when applicable.
- Regularly inspect all work areas to ensure that no safety hazards exist.
- Develop and implement strategies to minimize property loss. Manage distribution and collection of keys. Coordinate fire safety alarms and equipment.
- Assuring that the grounds/landscape are kept in good condition at all times. This includes snow and ice removal as well as tree and lawn care.

Qualifications/Requirements:

Education, knowledge, and qualifications should include the following:

Education:

- High School diploma with college or trade school degree (or equivalent experience), preferably in the area of construction management
- Five to seven years in the maintenance/construction environment with supervisory experience required, experience in an Educational setting is preferred.
- Positive attitude and excellent, proactive work ethic.
- Superior organizational and communication skills, both written and verbal.
- Proven record of excellent customer service

Knowledge of:

- Principles and practices of leadership, supervision and training, including periodic performance evaluations.
- Record-keeping techniques.
- Uniform Building Codes, Public Contract Codes, and State design criteria.

- Construction scheduling and cost estimating.
- Utility regulatory methods, practices, rate structures, incentives and budgeting procedures.
- Plan for asbestos management.
- Indoor environmental quality investigation techniques.
- Operation of a computer and applicable Google, plant maintenance, work order and security software applications.
- Interpersonal skills using tact, patience and courtesy.

Physical Requirements and Work Environment:

- Frequently lift up to 50 lbs. of supplies or equipment.
- Ability to crawl under or around furniture, fixtures or equipment to perform maintenance and repairs.
- Climb ladders and reach to perform tasks.
- Work indoors and outdoors in the heat and cold on a year-round basis.
- Ability to sit, stand, stoop or lift for extended periods of time on a daily basis.

Salary/Benefits:

Salary is commensurate with experience. This is an exempt salaried position with benefits.

How to Apply: Interested candidates should send a cover letter and resume to jobs@smnet.org with the subject line, "Head, Facilities & Maintenance Application." No phone calls please.