PURCELL MARIAN HIGH SCHOOL
AN IB WORLD SCHOOL

Director of Facilities

Reports To
The COO & Finance Director of Purcell Marian High School.

Position Type:
Full-time, 12-Month Position

Job Overview
The Director of Facilities oversees and manages all aspects of the Purcell Marian campus facility. The Director of Facilities ensures that the campus buildings and grounds are safe, functional, clean, and supportive of the school's academic, athletic, spiritual, and extracurricular programs. This position plays a key leadership role in both day-to-day operations and long-term campus planning.

Responsibilities and Duties

Facilities Management

- Oversee the maintenance, repair, and operations of all school buildings, grounds, systems (HVAC, electrical, plumbing), and equipment.
- Develop and execute preventative maintenance programs to minimize downtime and extend the lifespan of facilities and assets, including owning and managing the software required to oversee this program.
- Serve as the school's internal subject-matter expert for HVAC systems, including monitoring system performance, troubleshooting operational issues, coordinating preventative maintenance, and working with outside HVAC contractors and service providers.
- Develop and maintain a long-term HVAC equipment replacement and capital plan that considers equipment condition, useful life, energy efficiency, reliability, and anticipated costs.
- Maintain a comprehensive understanding of the condition and performance of major building systems and proactively identify maintenance, repair, and capital needs before they disrupt school operations.
- Establish and maintain effective facilities management systems, procedures, and documentation that can scale to support multiple buildings and facilities.
- Respond promptly to facility-related emergencies, coordinating necessary repairs and ensuring minimal disruption to school operations.
- Ensure compliance with all safety codes, regulations, and school policies.
- Responds to all emergencies related to facilities and security.

Campus Operations

- Supervise facilities staff, including contracted custodians and maintenance personnel.
- Coordinate and oversee all outside vendors and contractors.
- Manage building security systems, key control, and access protocols.

- Assist various departments with facility setup for events and activities, including athletic events, assemblies, school-wide activities, advancement initiatives, admissions events and special occasions.

Building Security

- Oversee all aspects of campus security to ensure a safe environment for students, staff, and visitors.
- Manage and maintain security systems, including cameras, alarms, access control, and visitor management platforms.
- In partnership with school leadership, participate and play a role in school-wide safety and security protocols, including lockdown and emergency response procedures.
- Serve as the primary liaison with local law enforcement and emergency responders.
- Monitor building access, key distribution, and the issuance of faculty/staff access cards.
- Participate in regular safety drills and collaborate with school leadership on crisis planning.
- Provide training to staff on security procedures and emergency protocols on an as needed basis throughout the school year.

Budget and Planning

- Prepare and manage the facilities budget, including tracking expenses, identifying cost-saving opportunities, and forecasting long-term capital needs.
- Collaborate with school leadership on strategic campus planning and capital improvement projects.
- Implement energy efficiency and sustainability initiatives.
- Support the school's mission and Catholic identity through good stewardship of resources.
- Prepare for the anticipated growth of the Facilities Director role over the next one to three years, with the potential to assume facilities leadership and operational oversight for the broader DeSales Crossing multi-facility campus as the campus continues to develop.

Qualifications

- Minimum of five years of progressively responsible facilities management experience, with demonstrated responsibility for building operations, preventative maintenance, staff and vendor management, budgeting, and capital planning.
- Strong technical knowledge and demonstrated experience with commercial HVAC systems, including preventative maintenance, troubleshooting, system performance, repair/replacement decisions, and management of HVAC contractors and service providers.
- Strong supervisory, project management, and organizational skills.
- Demonstrated knowledge of building systems, operations, and applicable codes and regulations.
- Proficiency with facilities management software and basic computer applications.
- Working knowledge of electrical, plumbing, life-safety, security/access control, and other major building systems.

- Demonstrated ability to evaluate facility conditions, prioritize competing needs, and develop short- and long-term maintenance and capital improvement plans.
- Experience supervising maintenance personnel and managing outside contractors, service providers, and vendors.
- Ability to develop facilities processes and operational systems capable of supporting a growing, multi-building campus.
- Demonstrated leadership capacity and interest in growing into a broader facilities management role with responsibility for multiple buildings and properties.
- Experience managing capital projects or renovations.
- Ability to work evenings or weekends as needed for school events or emergencies.
- Commitment to the mission and values of Catholic education.