



100 YEARS
OF EDUCATING YOUNG WOMEN

Coordinator of Buildings and Grounds

SUMMARY OF THE POSITION:

The Coordinator of Buildings and Grounds is responsible for the planning and administration of the care and maintenance of the physical plant and grounds. The Coordinator oversees the maintenance, operations and cleaning of the building, grounds and their related components. The Coordinator will report to the VP of Finance/CFO and take the lead in the planning and management of the Buildings and Grounds budget, departmental policies, short term and long term planning as they relate to the mission of the school. The Coordinator will work collaboratively with the school Administration and Staff to provide the best possible environment that is conducive to learning.

The Coordinator must be of high moral character in agreement with the Catholic mission of Resurrection College Prep High School and The Christian Brothers, and always be professional and courteous whether interacting with building occupants or community members.

RESPONSIBILITIES:

- Provide leadership and direction in all aspects of managing a physical plant, including, but not limited to: creating and assigning schedules and work tasks to Maintenance personnel, the professional development of the assigned staff, and the active monitoring of staffing needs.
- Manage the relationship and work of contracted service providers.
- Keeps records on routine maintenance of equipment.
- Ensures all Maintenance staff maintain a high standard of safety, efficiency, cleanliness.
- Maintains security and safety of the building, grounds and all building occupants.
- Troubleshoot and problem solve facility and maintenance issues.
- Coordinates tasks with building occupants to provide the most efficient and non-disruptive time to complete tasks.
- Oversee and participate in snow and ice removal.
- Ability to complete work in all areas of facility operations including but not limited to: repairs and maintenance, office, furniture and equipment moves; event set-up and take down; electrical, carpentry, painting, plumbing; HVAC maintenance, building repair, preventative maintenance on all building equipment, construction, cleaning, security, maintaining the grounds.
- Has knowledge of all trades and is proficient in at least one of the trades.
- Performs and assists the Maintenance staff in all phases of building repair and upkeep.

- Daily inspects, services and troubleshoots equipment related to the heating and cooling systems.
- Inventories, maintains and orders maintenance supplies and equipment.
- Ensures vehicles and equipment are maintained and ready for use.
- Responsible for handling building emergencies that are associated with buildings/grounds at all times either by being onsite or assigning a competent staff member.
- Prepare an annual Building and Grounds budget and submit to the VP of Finance/CFO for review and approval. Once approved, manage the budget for the department.
- Working with the VP Finance, create and implement short range and long range goals.
- Maintain compliance of all city, state and federal codes i.e. Fire Dept., Building Dept., Health Dept., OSHA.
- Assists building administrators in preparing the building for special activities or events.
- Support the athletics department by ensuring that the athletic grounds are in proper working form.
- Manage outside facility rentals.
- Must maintain compliance with all Institutional safe environment requirements.
- Must have a valid drivers license.
- Must be able to lift 50 pounds.
- Must be able to work outdoors in all weather conditions.
- Other responsibilities as indicated by the VP Finance/CFO or President.

EXPERIENCE / QUALIFICATIONS:

- Facilities Management Certification preferred
- 5 - 10 years experience managing and maintaining a building with grounds
- School management experience preferred
- Prior experience in managing and leading people
- Demonstrated understanding of all areas of facilities management
- Excellent interpersonal and customer service skills; ability to collaborate widely with various members of the School community
- Demonstrated ability to be flexible and embrace change in support of the School's mission and goals
- A City of Chicago Stationary Engineer's License is a plus

To be considered for the Coordinator of Buildings and Grounds position, please send a letter of interest and resume to cmarte@reshs.org.