



OUR LADY OF GOOD COUNSEL HIGH SCHOOL

JOB TITLE: Director of Physical Plant

The Director of Physical Plant reports to the Executive Director of Business Operations and manages the facilities of Our Lady of Good Counsel High School (51 acres and 260,000 sq. ft. of buildings/infrastructure), including day to day operations, maintenance, housekeeping, special projects, energy management, subcontractors, bus transportation, campus traffic circulation and parking, physical plant security.

The Director of Physical Plant will ensure the mission, vision, cultural priorities, and values of Our Lady of Good Counsel High School, a diverse, inclusive, Catholic, Xaverian Brothers Sponsored School, pervade all aspects of School operations and all interactions with constituents.

The Director maintains a working knowledge of the physical conditions of campus facilities, and serves on the Plant Committee, Administrative Management Team, and Crisis Response Team.

JOB TYPE: 12-month Full Time Exempt

LOCATION: Our Lady of Good Counsel High School, 17301 Old Vic Blvd., Olney, MD 20832

SUPERVISOR/MANAGER: Executive Director of Business Operations

RESPONSIBILITIES:

- Manage Facilities, Custodial, Grounds personnel to optimize efficiency of facility operations.
- Monitor the performance of contractors (e.g., food services, trash, waste disposal, pest control).
- Coordinate with project managers and Plant Committee on building renovations and expansion.
- Establish employee responsibilities, emphasizing continuous improvement and quality service.
- Collaborate with staff on scheduling (e.g., event setup and support, maintenance, capital projects).
- Collaborate with EDBO and CFO on a 25-year plan to address capital asset renewal and replacement.
- Submit annual budgets for physical plant operations and capital replacement. Monitor the budgets.
- Ensure compliance with building codes/ordinances. Maintain records of required inspections.
- Initiate, manage, and report on sustainability and environmental stewardship efforts on campus.
- Manage sub-contractors including defining scope of work, cost containment, and quality control.
- Procure vendors based on the School's Financial Policies and Protocols.

- Create and implement training programs and resources for facilities and operations staff.
- Coordinate oversight of security cameras and access control system. Serve as contact with security/safety monitoring companies. Issue keys and pass cards and maintain associated records.
- Collaborate with staff in crisis planning, fire drills, lockdown and evacuation drills.
- Collaborate with staff in supporting facilities rentals and auxiliary programs.
- Oversee vehicle maintenance for all school vehicles (tractors, carts, vans).
- Develop and implement systems to solicit and act upon feedback from end users.
- Use technology so that: facility users can request maintenance; leadership can track performance.
- Communicate with end-users and establish data-driven decision-making processes around facilities.
- Supervise the operation of HVAC systems and related equipment.
- Purchase housekeeping and maintenance equipment and supplies.
- Oversee utility services (gas, electric, water & sewer, and telephone).
- Review, approve, and submit invoices in a timely manner.
- Oversee school bus transportation services and contractual relationship with the school bus vendor; manage traffic mitigation plan in place with Montgomery County, MD; supervise Traffic Coordinator.
- Take on additional projects and responsibilities as deemed appropriate by the EDBO.

QUALIFICATIONS, EXPERIENCE AND SKILLS:

In addition to having technical background to understand how our building works and the ability to solicit and help evaluate third party maintenance/repair proposals, the Director must have:

- Excellent written and verbal communication skills in English (able to write emails/texts that are grammatically correct and clear, without supervisory editing);
- Arithmetic fluency, including ability to develop spreadsheets to compare vendor scope;
- Good negotiating skills;
- Leadership and diplomacy skills, especially the ability to deal with conflict, internal and external;
- Ability to motivate and inspire staff.
- Five to ten years of experience in facility/building/property management, construction management, and physical plant engineering.
- Minimum of five years' experience in a supervisory capacity.

Compensation includes a competitive benefits package. Applicants of diverse, underrepresented backgrounds are encouraged to apply; Spanish language is a plus.

REQUIRED WORK HOURS: Full-time, 9-10 hour day, with occasional late weekday and weekend hours to supervise facilities support for after-hours facility rentals and/or school events.

- All Good Counsel employees should uphold the School's mission and philosophy, and demonstrate the School's commitment to its core character values.
- Experience successfully working with a culturally diverse staff & community also required.
- Must be able to comply with background check, including fingerprints, as required by the agency and/or state regulations.

- Must lead with vision, integrity, enthusiasm, humor, savvy, and humility.
- Ability to: walk or stand for extended periods; climb stairs; hear alarms, voices, bells, horns; drive an automobile; lift up to 30 lbs; use standard office equipment and software.

NON-DISCRIMINATION:

Our Lady of Good Counsel High School does not discriminate in its educational and employment policies based on race, color, national origin, ethnic origin, sex, age, disability, religion, or sexual orientation. The following person has been designated to handle inquiries regarding the non-discrimination policy: Evelyn Nicholas, enicholas@olgchs.org.

PAY RANGE AND BENEFITS:

The annual base salary range is \$120,000-\$140,000, commensurate with experience. Good Counsel offers a competitive benefits package including medical, dental, vision, life insurance, disability insurance, a 403(b) retirement savings plan, tuition remission (after three years), daily lunch, accrued vacation and sick time, and school holidays.

HOW TO APPLY:

- All applications should be emailed to employment @OLGCHS.ORG.
- Complete applications shall include: 1. cover letter; 2. resume; 3. contact information for three professional references.
- Review of applications will begin immediately upon receipt with priority consideration by September 26, 2025 . Only complete applications submitted via email will be considered.

ABOUT OUR LADY OF GOOD COUNSEL HIGH SCHOOL:

Our Lady of Good Counsel High School is a private, Catholic, college preparatory, coeducational high school in Olney, Maryland . It is in the Roman Catholic Archdiocese of Washington.

Operated under the sponsorship of the Xaverian Brothers, Good Counsel offers students in grades nine through twelve a wide array of programs and activities that advance academic excellence, foster spiritual growth, and encourage leadership and service to others. With a student body of just over 1,200, the school prides itself on being a community that promotes an inclusive environment, embodying the Xaverian Brothers' values of simplicity, humility, compassion, zeal, and trust.

The school was founded in 1958 as an all-boys school in Wheaton, Maryland. In 1988, the school became coeducational. During the 2006-2007 school year, the school relocated to a new, sprawling 51-acre, high-tech campus in beautiful Olney , Maryland.