



Cretin-Derham Hall

Co-sponsored by the Sisters of St. Joseph of Carondelet and the Brothers of the Christian Schools

JOB DESCRIPTION

Job Title: Facilities Operations Manager	Employment Status: FT – 12 months
Department: Facilities	FLSA Status: Exempt
Reports to: Director of Facilities	Prepared By: Director of Facilities
Direct Reports: Facilities Maintenance Technician(s)	Date: December 2025

Cretin-Derham Hall is a Catholic co-educational high school serving 900+ students in grades nine through twelve. Co-sponsored by the Brothers of the Christian Schools and the Sisters of St. Joseph of Carondelet, Cretin-Derham Hall is committed to Christian values and academic excellence. We educate young men and women of diverse abilities, cultures, and socioeconomic backgrounds for opportunities in post-secondary education. We are committed to the values of Catholic, Academic Excellence, Leadership, Community, Service, Diversity, and Equity.

Position Summary

The Facilities Operations Manager is responsible for overseeing the day-to-day department operations, campus security and safety programs, and building maintenance to ensure a safe, welcoming and well-maintained environment for students, employees and guests of CDH.

Essential Functions

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee in this position. Activities, duties, and responsibilities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Facilities Management and Maintenance:
 - Oversee regular maintenance and repair of CDH facilities and equipment, including HVAC, mechanical, electrical, plumbing and structural systems
 - Develop and implement a comprehensive preventative maintenance schedule
 - Manage the internal maintenance request ticket system
 - Maintain appropriate records relating to work orders, preventive maintenance activities, and code compliance
- Security:
 - Oversee the daily operation and maintenance of the building access control system, surveillance cameras and alarms
 - Program and assign building access profiles for all students and employees
 - Manage key and building access fob/badge distribution
 - Manage visitor tracking system
- Safety and Regulatory Compliance:
 - Develop and promote a positive safety culture for students, employees and guests
 - Maintain compliance with local, state and federal laws, including fire codes, OSHA standards, environmental regulations and life-safety requirements:
 - Alarms
 - Fire suppression systems
 - Emergency lighting, evacuation routes and safety signage
 - Hazardous material use/handling and waste disposal
 - AEDs and first aid
 - Incident reports, investigations and recordkeeping
 - Coordinate building safety inspections and required safety drills and trainings

- Serve as a key member of CDH's Emergency Response and Crisis Management team
 - Participate in the development of emergency preparedness and response action plans
- Maintain Red Cross certifications in first aid, CPR and AED
 - Provide first aid support when needed
 - Act as point person in medical emergency situations
- Coordinate regular safety training for employees
- Establish and maintain strong partnerships with local law enforcement, fire department, EMS and other emergency management agencies
- Events:
 - Work with internal and external stakeholders to ensure events comply with all established facilities department protocols and procedures
 - Support event set-up process
 - Develop and implement crowd management, traffic flow and parking plans for large events
- Personnel supervision:
 - Work closely with the Director of Facilities in the areas of recruitment, hiring and performance management for maintenance staff
 - Train, schedule and supervise Facilities Maintenance Technicians

Competencies

- Proficiency in Microsoft Office, Google Workspace, and other position-specific software programs, including building management, access control and security system programs
- Excellent verbal and written communication skills
- Proven attention to detail, time management, problem-solving and strategic planning skills
- Commitment to the highest professional and ethical standards
- Ability to effectively and tactfully communicate with various constituencies including students, faculty, staff, families, alumni and vendors

Supervision

This position reports to the Director of Facilities. Day to day supervision will be minimal with assistance as needed and regular meetings to review project status and priorities. This position supervises the Facilities Maintenance Technician(s).

Work Environment

This position operates in a professional office environment and routinely uses standard office equipment, including but not limited to computers, printers, phones, copy machines, and filing cabinets. This position may also routinely use power tools and equipment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to verbally communicate with others.

This role requires the employee to sit at a desk for consecutive hours at a time using a computer and other office equipment. This role may also require prolonged periods of walking, standing, bending, stretching, pushing, pulling, climbing, kneeling and lifting. The employee must be physically able to operate both manual and power tools and equipment. This position must be able to lift up to 20 pounds without assistance, 40-80 pounds with mechanical assistance, and 10-15 pounds overhead. The employee must be physically able to work indoors and outdoors.

Expected Hours of Work

Typical work days and times for this position are Monday through Friday, 8:00 AM-4:00 PM. Evening and weekend work will be required as job duties demand.

Required Education and Experience

All employees of CDH are required to successfully complete the “Essential 3” requirements set forth by the Archdiocese of St. Paul and Minneapolis prior to beginning their employment. Employees must remain in compliance with these requirements throughout their employment at CDH.

- High School Diploma or GED
- A minimum of 3 years of professional experience in physical plant operations and maintenance, building security and employee supervision

Preferred Education and Experience

- Minnesota Class 2C boiler license
- Red Cross certification in first aid, CPR and AED

Compensation

The salary range for this position is \$75,000 to \$80,000.

CDH offers a comprehensive benefits package that includes:

- Paid time off
- Health and dental insurance plans for individuals, spouses and families with employer premium contributions
- Employer-paid Life/AD&D and long term disability insurance
- Employee-paid additional insurance plans for individuals, spouses and families, including vision, FSA, critical illness, accident and voluntary life/AD&D
- 403(b) retirement plan with employer contribution
- CDH tuition remission

To apply, please send resume and letter of interest in a single PDF document to Regan McCormack, Human Resources Manager, at rmccormack@c-dh.org. The application deadline is Monday, January 12, 2026.