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**Position:** Director of School Facilities

**Position Summary:** Archbishop Hoban High School is seeking an experienced Director of School Facilities to lead and oversee all aspects of facilities management. This position provides comprehensive leadership and operational oversight of the school's maintenance operations, grounds, building systems, safety compliance, and capital improvement projects. The Director is responsible for a safe, well-maintained, and efficient campus environment that fully supports student learning and faculty/staff productivity. This role requires strong organizational, technical, and leadership skills to effectively manage daily operations while strategically planning and coordinating long-term facility improvements.

We are a private Catholic school in the heart of East Akron and rooted in the Holy Cross tradition. Our Holy Cross values are essential to our identity and philosophy of educating the hearts as well as the minds of our students. We celebrate diversity, value each person, and welcome one another with the hospitality of Christ. Our Holy Cross educators nurture student achievement and growth through collaborative planning and execution of curricula and encourage an expectation of lifelong learning.

**Position Responsibilities:**

**Operations, Maintenance & Planning**

- Oversee daily operations of buildings and grounds.
- Ensure preventive maintenance programs are implemented and effectively executed.
- Manage work order systems and ensure timely service response.
- Develop and implement a comprehensive facilities master plan aligned with school goals.
- Lead long-term capital planning and infrastructure modernization initiatives.
- Advise the school administration on facilities-related matters.

**Leadership & Management**

- Set clear performance expectations and delegate responsibilities to custodial, maintenance, and groundskeeping staff, including mentoring and training.
- Lead performance evaluations, proactively resolve conflicts, optimize workflow processes, and cultivate collaboration within a high-performance work environment.
- Implement scheduling adjustments to improve efficiency and manage labor expenses.

**Capital Projects & Construction**

- Direct capital improvement projects from planning through completion.
- Coordinate with architects, engineers, contractors, and regulatory agencies.
- Oversee project execution to ensure timely completion and adherence to budget.

**Compliance & Safety**

- Ensure compliance with local, state and federal regulations (OSHA, ADA, fire codes, environmental standards).
- Oversee safety inspections and risk management initiatives.
- Maintain documentation for regulatory audits and reporting.

**Budget & Financial Management**

- Develop and manage the facilities and maintenance budget.
- Oversee procurement, vendor contracts, and service agreements.
- Identify cost-saving and energy-efficiency opportunities.

**Position Qualifications:**

- A bachelor's degree in Facilities Management, Engineering, Construction Management, Public Administration, or related field is preferred but not required.
- Minimum of 5–7 years of progressively responsible facilities management experience.
- Experience in K–12 or public sector facilities management is strongly preferred.
- Proficient in Google applications (email, docs, drive).
- Strong leadership and team management skills.
- Budgeting and financial oversight abilities.
- Knowledge of building systems (electrical, plumbing, structural).
- Strong project management and contract negotiation skills.
- Appropriate criminal records check by the Ohio Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation. Have attended or are willing to attend a VIRTUS Protecting God's Children training.

**Benefits & Salary:**

- In support of our employees and their families, we offer a comprehensive benefits package that includes medical, dental, vision, life insurance, employee assistance programs, generous sick time, personal and vacation paid time, 401k match and additional employer contribution, fitness center, Hoban store discounts, and year-long spiritual engagement opportunities.
- Salary is commensurate with experience. This position is a full-time 12-month salaried position.

**We invite qualified candidates to complete our online application and to include a letter of interest and resume at [www.hoban.org](http://www.hoban.org) by March 18, 2026.**