

Director of Maintenance – Responsibilities

1. Preventive and Long-Term Maintenance Planning

- Develop, implement, and maintain a comprehensive preventive maintenance program for all Catholic High School buildings, grounds, and infrastructure.
- Establish and oversee schedules for routine maintenance, inspections, and facility upkeep to ensure safe and efficient campus operations.
- Maintain detailed records of all maintenance activities, including work orders, repairs, equipment service history, and preventative maintenance logs.
- Coordinate with the President and school leadership to identify, plan, and oversee summer maintenance projects and other major facility improvements.

2. Supervision of Maintenance Operations and Coordination With Maintenance Staff

- Maintain and manage inventory of all school-owned tools, equipment, supplies, and maintenance materials.
- Ensure that maintenance workspaces and storage areas remain organized, clean, and operationally efficient.
- Conduct regular inspections of buildings, grounds, and infrastructure to proactively identify maintenance needs and safety concerns.
- Develop and maintain a prioritized maintenance project queue, assign tasks to maintenance staff, and monitor timely completion of work.
- Supervise and coordinate the maintenance and repair of HVAC, plumbing, electrical, and other mechanical systems.
- Oversee maintenance of campus infrastructure and grounds, including buildings, green spaces, parking areas, walkways, and pathways.
- Coordinate maintenance and upkeep of school vehicles, trailers, side-by-sides, and other related equipment.
- Assist in overseeing maintenance and infrastructure needs, including property insurance, property tax, and utility responsibilities, at adjacent properties owned and maintained by Catholic High School.

3. Vendor and Project Management

- Coordinate and supervise third-party contractors, service providers, and maintenance vendors to ensure quality work and timely completion of projects.
- Under the supervision of the President, assist in negotiating and maintaining service contracts and vendor relationships related to campus maintenance and operations.

- Prepare project specifications, scopes of work, and bid documentation for maintenance and repair projects.
- Monitor construction, repair, and renovation work to ensure compliance with project plans, timelines, and school standards.

4. Safety and Regulatory Compliance

- Maintain and monitor fire safety systems, alarm systems, and campus security infrastructure including gates, fences, and access points.
- Conduct routine safety inspections and maintain proper documentation of compliance and corrective actions.
- Work with the President and school leadership to ensure compliance with all applicable federal, state, and local safety and building regulations.
- Assist school leadership with campus signage, safety markers, and wayfinding systems.

5. Institutional Responsibilities

- Ensure that all campus facilities remain safe, functional, and welcoming for students, faculty, staff, parents, and visitors.
- Maintain regular communication with the President regarding maintenance needs, operational concerns, and project progress.
- Assist in the preparation and management of annual maintenance and facilities budget.
- Provide cost estimates and planning support for repairs, renovations, and capital improvement projects.
- Anticipate long-term facility needs and assist in planning upgrades or equipment replacements in consultation with the President.
- Support school leadership in long-term campus and capital planning initiatives.
- Collaborate with the Director of Facilities to support custodial and campus operations as needed.

Qualifications

- Education : Bachelors degree preferred or equivalent experience in maintenance or facilities management.
- Experience: 5+ years in facilities maintenance or building operations.

Send resume to Lisa Harvey, President of Catholic High School, lharvey@catholichigh.org