BISHOP LYNCH HIGH SCHOOL

Full Time - Facilities Operations Supervisor
FLSA Status: Exempt

MISSION

Faithful to Catholic Tradition and to our Dominican heritage of scholarship and service, Bishop Lynch High School promotes the development of the total person by bringing together a diverse community in a rigorous, college preparatory environment where students are taught to strive for excellence, seek truth, and work for justice in the world.

SUMMARY

The Facilities Operations Supervisor is responsible for the implementation of the goals of Catholic education as outlined in *The Holy See's Teaching on Catholic Schools* (Archbishop Michael Miller):

- Inspired by a Supernatural Vision
- Founded on a Christian Anthropology
- Animated by Communion and Community
- Imbued with a Catholic Worldview
- Sustained by Gospel Witness

Qualified candidates will be driven and inspired by the mission of Catholic schools to form young men and women in a high school setting "who will be good citizens of the world, loving God and neighbor and enriching society with the leaven of the gospel, and who will also be good citizens of the world to come, thus fulfilling their destiny to become saints" (Miller, p. 20).

Position: Facilities Operations Supervisor

General Description: Bishop Lynch High School seeks an experienced, hands-on Facilities Operations Supervisor to oversee the daily maintenance, custodial, grounds, safety, and operational needs of the campus. This position plays a critical role in ensuring that all buildings, grounds, equipment, and facility systems are maintained in a safe, clean, functional, and welcoming condition that supports the school's academic, athletic, extracurricular, and community activities.

The Facilities Operations Supervisor provides direct supervision of maintenance and custodial personnel, coordinates vendors and contractors, manages work order processes and preventative maintenance programs, supports special events, and ensures compliance with safety standards and school policies. This role requires a strong balance of leadership, organization, technical knowledge, and hands-on facility support.

This position reports to the Director of Facilities or the administrator on duty during extracurricular activities. Work hours may vary based on campus events and operational needs.

JOB EXPECTATIONS & RESPONSBILITIES

Facilities Maintenance & Operations

- Oversee daily maintenance operations for campus buildings and grounds.
- Coordinate and assist with repairs involving HVAC, plumbing, electrical, lighting, carpentry, drywall, painting, doors, locks, roofing, and general building systems.
- Examine and troubleshoot facility equipment and systems to identify deficiencies and initiate corrective actions.
- Establish, implement, and monitor preventative maintenance programs to maximize equipment life and reduce emergency repairs.
- Track, prioritize, and ensure timely completion of maintenance work orders.
- Conduct regular inspections of classrooms, offices, restrooms, athletic facilities, mechanical rooms, and common areas.
- Identify facility issues and recommend cost-effective repair or replacement solutions.
- Respond to facility emergencies and coordinate corrective measures.

Custodial & Grounds Management

- Supervise custodial and janitorial operations.
- Monitor daily work schedules and staffing assignments to ensure adequate coverage.
- Ensure campus cleanliness, appearance, and readiness for daily operations.
- Oversee landscaping, irrigation, parking lots, sidewalks, and exterior grounds maintenance.
- Assist custodial and maintenance staff as needed to support department objectives.
- Operate or provide oversight of housekeeping equipment and maintenance vehicles.

Staff Leadership & Development

- Provide daily leadership, coaching, and oversight to facilities and custodial personnel.
- Assign work responsibilities and monitor employee productivity and performance.
- Conduct weekly inspections and quality assurance reviews.
- Assist with employee training, onboarding, skill development, and performance evaluations.
- Review employee time records and attendance documentation.
- Promote a positive, service-oriented work environment focused on teamwork and accountability.

Safety, Compliance & Risk Management

- Identify, correct, and report unsafe conditions, accidents, or injuries in a timely manner.
- Conduct recurring safety meetings, hazard assessments, and job-site inspections.
- Ensure compliance with OSHA regulations, local codes, and school policies.
- Maintain Safety Data Sheet (SDS) records and ensure proper handling, storage, and use of chemicals and maintenance materials.
- Coordinate inspections and maintenance of life-safety systems including fire alarms, extinguishers, emergency lighting, and related equipment.
- Support emergency preparedness and campus response procedures.
- Participate in and maintain compliance with the Safe Environment Program.

Vendor & Contractor Management

- Coordinate outside vendors, service providers, and contractors as necessary.
- Obtain vendor quotes and recommend cost-effective solutions as necessary.
- Monitor contractor performance and verify completion of contracted work.
- Develop and maintain positive relationships with vendors and service partners.

Inventory, Budget & Administrative Responsibilities

- Monitor inventory of maintenance supplies, custodial materials, tools, and equipment.
- Initiate parts and supply orders with appropriate approvals.
- Assist with preparation and management of the facilities operating budget.
- Review invoices and confirm completion of work prior to payment approval.
- Maintain records of maintenance activities, inspections, vendor contracts, safety documentation, and facility expenses.
- Identify opportunities for operational efficiencies and cost savings.

Campus Events & Operational Support

- Coordinate facility setup, support, and breakdown for school events, athletics, ceremonies, performances, and community activities.
- Ensure facilities are prepared for daily operations and special events.
- Coordinate staffing coverage for evenings, weekends, holidays, and special events as required.
- Collaborate with school administration, faculty, athletics, and other departments to support campus needs.

QUALIFICATIONS

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Required

- High school diploma or equivalent.
- Minimum 3+ years of facilities maintenance, building operations, property management, or related experience.
- Minimum of 3 years of supervisory or team leadership experience.
- Working knowledge of HVAC, plumbing, electrical, carpentry, painting, and general building maintenance systems.
- Strong organizational, communication, and problem-solving skills.
- Proficiency with Microsoft Office, email, and computerized work order systems.

Preferred

- Bachelor's degree, trade certification, or technical training in facilities management, construction, maintenance, or related field.
- OSHA 10-Hour Certification (or ability to obtain within six months of employment).
- Bilingual English/Spanish.

Physical Requirements

- Ability to stand and walk for extended periods throughout the workday.
- Ability to reach, bend, climb ladders, stoop, kneel, and work in mechanical spaces.
- Ability to lift, carry, push, and pull up to 50 pounds regularly.
- Ability to work indoors and outdoors in varying weather conditions.
- Ability to respond to emergencies and work flexible hours as needed.

Work Environment

- Combination of indoor and outdoor working conditions.
- Regular exposure to maintenance equipment, cleaning products, chemicals, and construction-related environments.
- Evening, weekend, holiday, and extended-hour availability may be required to support school operations and events.
- Use of personal protective equipment (PPE) consistent with OSHA and safety requirements.

Interested candidates should email their cover letter and resume to resume@BishopLynch.org.