JOB DESCRIPTION

**The Institution**

Founded in 1841, Fordham Prep is a Catholic Jesuit college preparatory school for young men. With approximately 1000 students enrolled in grades 9-12, Fordham Prep draws young men of diverse backgrounds from throughout the boroughs of New York City and its surrounding suburbs. For over 175 years, Fordham Prep has been located on the historic Rose Hill Campus in the Bronx, alongside property of Fordham University with whom it shares several facilities.

Fordham Prep’s mission is to form leaders committed to faith, scholarship, and service through a college preparatory education in the Catholic Jesuit tradition.

**Assistant Director of Facilities**

In coordination with and reporting to the Director of Facilities, the Assistant Director of Facilities helps manage all aspects of the department. This includes supervising daily building maintenance/ repair work as well as special remodeling/construction projects, coordinating work orders, procuring supplies and equipment, organizing and maintaining departmental records and files, and ensuring that the appearance of Fordham Preparatory School is in line with the school’s mission.  The position plans, schedules, supervises, and assists with a wide range of regular and special functions, activities and projects of the maintenance unit, including ongoing preventive maintenance tasks, major and minor repairs, remodeling, and new construction projects. The Assistant Director regularly inspects campus buildings and facilities to identify needed maintenance and repair work. As needed, the Assistant Director often performs the duties of a maintenance technician.

**Requirements**

The Assistant Director needs to have a high school diploma or equivalency diploma. He or she must also have a NYC Refrigeration Operator’s License. He or she must also have at least one NYC Fire Department Certification with the ability and desire to obtain additional certifications needed by Fordham Prep.

**RESPONSIBILITIES INCLUDE:**

* Maintaining and operating the heating and air conditioning systems. Including greasing pumps and motors periodically and replacing belts and air filters.
* Supervise the daily cleaning of the school. Includes setting workers schedules and hours, assigning custodians work and check on conditions and writing the annual reviews for the cleaning staff.
* Manage appropriate special projects as general contractor and supervise work of outside contractors. Coordinate work on very large projects with outside Construction Managers, architect and engineers. Ensure all work performed by outside contractors are appropriately transitioned to Fordham Prep personnel.
* Plan ongoing annual repairs and replacements including coordinate the Ten (10) year facilities budget/plan.
* Maintain the fire alarm system and fire equipment. This includes daily testing of fire alarm and monthly inspection of fire extinguishers and sprinkler system.
* Process bi-weekly payroll and coordinate with the business office.
* Assign security personnel for after school and weekend activities and set hours for school building to be open.
* Ensure appropriate maintenance and record keeping for school buses including weekly inspection of buses, every six month Dept. of Transportation inspections and necessary oil changes and repairs.
* Coordinate setups for school and outside functions, including table arrangements, theatre and classroom setups.
* Maintain the phone and security systems, including pulling cable, programming phones and security cameras and touch pads.
* Maintaining cable and distribution points for computer network, including adding cable to offices and classrooms for network access.
* Supervising all Facilities related budgets. Set multi-year plan with finance, monitor department expenditures and ensure that budget guidelines are met.
* Coordinate annual carpet replacement and painting.

Purchase of furniture including buying classroom **desks** and office furniture

* Maintain the locking system within Fordham Prep by keying cores and changing locks and cores

**Application Process**

Applications will be accepted until the position is filled. Review of applications and interviews will take place immediately; the position will be filled shortly thereafter. Please send a letter stating personal interest, a comprehensive resume, and the names and phone numbers of at least two references (who will not be contacted until later in the interview process) by email attachment to:

**employment@fordhamprep.org**

Fordham Preparatory School

Attn: Michael Higgins

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Bronx, NY 10458

Fax: 718-367-7598

*Fordham Prep is an EOE (Equal Opportunity Employer)*