**DIRECTOR OF FACILITIES SERVICES**

De Smet Jesuit High School invites applications for the position of Director of Facilities Services. The Director of Facilities Services at De Smet Jesuit High School will be a customer-oriented, hands-on manager responsible for planning, budgeting, directing and assisting with maintenance, housekeeping, grounds, safety, and secure building access activities for approximately 225,000 sq ft and 40 acres.

**To be considered for this position, candidates must complete and submit the employment application on this website, including a resume and letter of introduction.**

**Qualifications:**

* At least eight years’ experience in facility management, construction, plant engineering, military facility oversight or maintenance, or equivalent
* Certification in a major technical trade, preferably HVAC, with sufficient knowledge or management of other trades to be able to direct and ensure high quality work
* A valid Missouri CDL

Preference will be given to candidates who have a college degree in business, or a related area, who have experience in developing and implementing a facility master plan, and who demonstrate an understanding of and commitment to the spirit and mission of Jesuit education.

**Responsibilities:**

* Hiring, developing, and supervising building maintenance, grounds, housekeeping, and assigned project staff
* Scheduling and performing preventive maintenance and quality control as required
* Planning, scheduling, and overseeing all repair and construction projects
* Overseeing regular cleaning of school
* Ensuring the beautification and maintenance of school grounds, including snow removal
* Monitoring and approving third party and contractor supplied maintenance, cleaning, and grounds keeping
* Preparing, monitoring, and controlling budgets for facilities planning, operations, and maintenance
* Managing Facility Services’ supply and capital equipment purchasing and inventory
* Managing the computerized work order system
* Ensuring code and regulatory compliance, including scheduling required inspections
* Sustaining a safe environment, through training, communications, safety systems maintenance and upgrades, and hazardous materials removal
* Collaborating with administrators to align campus resources with planning for events and activities with internal and external customers
* Coordinating setup, cleaning, and maintenance support for campus events and activities
* Ensuring licensing, maintenance, repair, and usability of the school vehicle fleet
* Coordinating building security by assisting with the implementation of electronic or mechanical access systems
* Monitoring and ensuring the efficiency of campus utility services