



UNIVERSITY OF DETROIT JESUIT

HIGH SCHOOL AND ACADEMY

DIRECTOR OF FACILITY OPERATIONS

Job Summary: University of Detroit Jesuit High School and Academy is seeking a hands-on, motivational, and quality-conscious Director of Facility Operations. The Director of Facility Operations will supervise a team of maintenance staff, janitorial staff, and various contractors to assist our school in creating integrated spaces, minimizing disruptions to overall business operations, improve working and learning conditions, and create a safe and comfortable environment for staff, students, and visitors.

Responsibilities include determining workload, delegating assignments, training, monitoring, and reviewing work performance for quality assurance, accuracy, and completeness. This position oversees all related work at all properties, including satellite locations. The director shall also participate on the Facilities Committee of the Board of Directors and assist with strategic and budgetary planning. The position will also train, implement, and ensure all guidelines are followed regarding risks, as well as boundaries with students.

Our Mission: University of Detroit Jesuit High School and Academy is committed to providing the highest quality Jesuit Catholic college preparatory education for young men throughout metropolitan Detroit. University of Detroit Jesuit, in collaboration with parents, will challenge its students to go beyond academic excellence, to be reflective, to be committed to the service of faith and promotion of justice, and to be “Men for Others.”

Our School: U of D Jesuit strives to develop graduates who are open to growth, committed to doing justice, loving, religious, and intellectually competent. Every employee must be committed to understanding, promoting, and modeling the mission and vision of U of D Jesuit in their day-to-day activity. U of D Jesuit prohibits the abuse and mistreatment of students and takes seriously any report of suspected abuse. Every employee is required to adhere to policies relating to boundaries with students, report any suspicious and inappropriate behaviors promptly, and attend abuse risk management training as scheduled.

Application Procedures: Submit cover letter, resume, and a completed non-teaching application form (located at <https://www.uofdjesuit.org/quicklinks/employment-opportunities>) to the email address indicated on the application form.

U of D Jesuit reserves the right to close this posting prior to its original end date once a sufficient number of applications have been received.

Reports to: Vice President of Operations

Employment Category: Full-time, Exempt, 12-month

Compensation: Commensurate with qualifications and experience. Full benefits package also included.

Duties and Performance Responsibilities:

- Supervise the maintenance and janitorial staff, including hiring, training, and performance evaluations.
- Supervise building cleaning and management of outside contractors.
- Manage all facility operations, including all mechanical, electrical, and plumbing systems, energy management system, utilities, fire safety and suppression systems, transportation fleet, and all related annual inspections.
- Coordinate and participate in snow removal (both in-house and contracted), lawn and fertilizer care, trees, shrubs and all landscaping needs, and irrigation systems, parking lots maintenance, and artificial turf athletic field.
- Manage, with assistance from the maintenance lead, the online work order system.
- Assist with strategic planning and prepare annual budgets, to include capital expenditures, all renovations, deferred maintenance programs, on-going maintenance, preventative maintenance, equipment maintenance and furniture upgrades.
- Manage departmental space allocations.
- Act as the "Designated Person" for the EPA with regards to Asbestos awareness and all related required activities.
- Act as the purchaser for furniture, fixtures, and equipment for the school (technology equipment not included).
- Implement and follow all employee risk management programs, to include policies related to boundaries with students
- Other duties and responsibilities as assigned.

Qualifications and Experience:

- Bachelor's degree in a related field or advanced knowledge in building trades, electrical, mechanical, structural and experience with at least 6 years of work experience in related field required (e.g., construction, building, facilities, or operations).
- Ability to manage various facilities projects and maintenance vendors for a school facility that requires a high level of attention to safety, security, and cleanliness.
- Ability to safely operate and maintain various hand and power tools including saws, drills, sanders, welders, snow plows and blowers, leaf blowers, lawn mowers, and weed whackers, as well as manlift and ladders, school owned vehicles, and Volt/Ohmmeter.
- Ability to troubleshoot, modify, and maintain maintenance systems and equipment.

- Knowledge of and ability to ensure compliance with regulations and laws.
- Preferred certifications include: HVAC, Universal CFC, Builders and/or technical trades licenses, CDL, and Equipment Operators license.
- Strong interpersonal skills.
- Strong attention to detail while being highly organized.
- Excellent communication skills.
- Strong problem-solving skills.
- Ability to work well in a fast-paced school setting.
- Ability to sign on to a computer, receive and respond to emails, use Microsoft Word, Excel, Outlook, and Google efficiently. Learn and operate the Energy Management System and Maintenance Management system.
- Valid Michigan Driver's License in good standing required.
- Must be willing to understand and embrace the Jesuit and Catholic tradition of U of D Jesuit, and develop a passion for the Mission of the School.

Physical Working Conditions:

- Must be able to walk up and down several stairs frequently throughout the workday and stand for long periods of time, along with bending, stooping and kneeling.
- Must be able to work in a manlift at various heights usually under 40 feet.
- Must be able to properly lift at least 50 pounds.

Working Environment:

General school setting with exposure to cleaning chemicals, dirt, dust and body fluids, in addition to a general plant maintenance environment (indoor and outdoor).

This posting documents the general nature and level of responsibility associated with this position. It is not intended to be a comprehensive list of all activities, duties and responsibilities required of incumbents. It is not intended to limit or modify the right of any supervisor to assign, direct and monitor the work of employees under their supervision.

University of Detroit Jesuit High School and Academy is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider a candidate's religious affiliation in its employment decisions, consistent with State and Federal law.