

## **FACILITIES MANAGER**

Queen of Peace High School, located in Burbank, Illinois, is a college preparatory high school that educates and empowers diverse young women in an environment that inspires academic excellence. All members are hired to serve school needs and contribute to the vision and goals set forth by the Administration and the Board. Job responsibilities include commitment not only to specific tasks but to the dynamics of accountability and growth within the school community. In particular, the responsibilities of all members are grounded in the mission of the school and in the Dominican Sinsinawa values of truth, compassion, justice, community and partnership

We are seeking an experienced Facilities Manager to be an integral part of our management team. Reporting to the Business Director, this position is responsible for ensuring the facility runs smoothly by addressing all matters related to structural integrity, daily operations, maintenance, safety and comfort. Through active self-engagement, team management, and thoughtful utilization of outside services, this manger will ensure organizational effectiveness by providing the best possible infrastructure and service in the most cost-effective manner.

### **KEY AREAS OF RESPONSIBILITY INCLUDE:**

#### **FACILITIES AND MAINTENANCE FUNCTIONS**

- Manage and direct the facilities and maintenance team. Anticipate, schedule and coordinate workflow, balance workloads while optimizing utilization of skills, ensure appropriate coverage across multiple shifts and in consideration of multiple demands - academics, athletics, extra-curricular events, (occasionally on weekends), unplanned events such as power outages and weather conditions.
- In addition to supervisory responsibilities, the manager will be a hands-on member of the facilities and maintenance team, expected to actively engage in performing a broad spectrum of maintenance and repair functions.
- Identify and execute building and grounds maintenance, repairs and improvements. Schedule, coordinate and perform on-going maintenance and repair activities, including but not limited to electrical, plumbing, appliances, busses, tractors, power and garden tools, floor care, painting and carpentry, air conditioning, boiler, snow removal, (plow and shovel), softball field preparation.
- Maintain acceptable standards of custodial cleanliness; facilitate a safe environment.
- Recommend space utilization alternatives to increase efficiencies and reduce costs.
- Knowledge of, and compliance with, all regulatory requirements.

- Develop and maintain relationships with outside service providers; serve as liaison with contractors as necessary to perform tasks such as structural repairs, grounds care, tree/debris removal, garbage disposal, laboratory waste/chemical disposal. Negotiate contracts, optimize quality and cost.

#### TRANSPORTATION RESPONSIBILITIES

- Maintain activity busses and trucks in safe and proper working order, including repairs and routine maintenance, in addition to fueling as needed.
- Responsible for adherence to transportation requirements, including safety inspections and licensing.
- Maintain master schedule for mini-bus availability and utilization; establish and train a pool of drivers.
- Provide thoughtful solutions and resource support regarding student transport to and from school. Manage vendor relationships. Continually explore alternatives.

#### FINANCIAL RESPONSIBILITIES

- Assist in preparation of area budget; manage actual expenditures in consideration of budget constraints; identify and explain all variance to budget.
- Propose long range/strategic initiatives to ensure safety, longevity and balanced cash flow over time.
- Serve as representative on the Finance and Facilities Committee.

#### QUALIFICATIONS

- Minimum of 10 years of progressive relevant work experience in building operations and capital asset management, with a solid understanding of building infrastructure, and proven success as the primary manager of a large facility. Facilities Management Administrator (FMA) Designation a plus.
- Must be a hands-on manager with extensive maintenance and repair knowledge and skills. Must be able to lift, push, pull up to 50 pounds.
- Must have a good driving record and be able to drive a 14-passenger bus, as well as a truck equipped with a snowplow.
- Must have experience managing a team. Must be an excellent team player, open to direction and a collaborative work style.

Qualified applicants are encouraged to email their resume to Magdalena Aguilar at [aguilarm@queenofpeacehs.org](mailto:aguilarm@queenofpeacehs.org). Please denote Facilities Manager in the Subject line.