

Cristo Rey Columbus High School
Facilities Director
Full-time, 12-month salaried position

Who We Are

Cristo Rey Columbus High School is located in Columbus, Ohio and is part of the national Cristo Rey Network. We are a Catholic, college-preparatory high school with a Professional Work-Study Program empowering students of all faiths, in need of an affordable, high-quality education, to excel in college, in career, and in character. We strive to help our students grow intellectually, academically, spiritually, socially, and morally. Our aspiration is that all our students graduate from high school and college and become the future leaders in the community at large.

Position Summary

The Facilities Director supervises and coordinates the day-to-day maintenance, operation, and cleanliness of the school building, grounds, and facilities systems. The person in this position will bring a business sensibility to the operation of the school, approaching the school's building maintenance strategically, and making the daily operation of the school as cost- and time-efficient as possible while maintaining a high degree of student, parent, and staff satisfaction. This role supports the school's mission by setting the "tone" of the school as a welcoming environment with high standards and commitment to the school community's success.

This position works in tandem with the Operations Director, who serves as project manager for large-scale and ongoing repairs, renovations, and building projects. As a team, the Facilities Director and Operations Director maintain a detailed log of these projects and meet regularly with the President and Chief Operating Officer to discuss and provide updates. The Facilities Director reports directly to the Chief Operating Officer.

Position Duties

- Conduct and/or oversee installing, inspecting, repairing, and maintaining building systems, including mechanical, electrical, plumbing, HVAC, safety, security, and waste management.
- Track work orders and ensure work follows established service and quality standards for completion.
- Schedule and supervise contractor work, preventive maintenance, painting, cleaning, and other skilled labor projects.
- Maintain a safe and effective working environment that complies with regulations and laws.

Position Duties (continued)

- Contribute to the development of processes and procedures to maintain and improve building functionality.
- Attend to emergencies outside normal school hours.

Requirements

- Minimum 5 years of experience in a related area as an individual contributor.
- Valid driver's license.
- Thorough knowledge of general maintenance.
- Ability to work with a variety of contractors and suppliers, maintaining good relationships on behalf of the school.
- Ability to troubleshoot and problem solve issues in a timely manner.
- Ability to multitask, prioritize, and efficiently complete all activities.
- Effective communication skills, both oral and written, including the ability to interact/communicate with all types of members of the community including teachers, administrators, board members, parents, and students.
- Self-starter, ability to set and meet goals, and a desire to excel.
- Working knowledge of Microsoft Word and Excel.
- Maintain the ability to satisfy all physical demands: significant lifting, carrying, pushing and/or pulling up to 50 pounds; frequent stooping, kneeling, crouching and/or crawling; reaching above shoulder level; fine finger dexterity.
- Ability to withstand a variety of indoor and outdoor environmental conditions.

To Apply

- Applicants should submit a cover letter and resume to barace@crchsworks.org