



Growth. Values. For Life.

FACILITIES MANAGER JOB DESCRIPTION

Department: Operations

Reports to: Director of Operations and Campus Planning

Status: Full-Time / 12 Months

POSITION OVERVIEW:

The Facilities Manager is a hands-on management position responsible for the day-to-day oversight of the Academy's facilities, custodial operations, maintenance activities, campus appearance, and event-related facility needs. The Facilities Manager provides direction and supervision to facilities, maintenance, and custodial personnel and ensures that the Academy's buildings and grounds are clean, safe, well-maintained, functional, and welcoming.

The Facilities Manager provides a visible presence throughout campus and proactively identifies custodial, maintenance, grounds, safety, and facility issues before they impact campus operations. The position works closely with the Director of Operations and Campus Planning, Academy leadership, faculty and staff, and outside vendors to ensure that facility needs are addressed efficiently and effectively.

The Facilities Manager will meet regularly with facilities, maintenance, and custodial staff to review open and upcoming work orders, scheduled events, staffing needs, priorities, and other operational requirements.

The Facilities Manager also provides hands-on support for maintenance operations by completing assigned work orders, assisting with routine repairs, and responding to facility needs based upon experience and skill level.

While this position reports directly to the Director of Operations and Campus Planning, it works collaboratively with members of the Operations Department, faculty, staff, administrators, vendors, and other Academy departments

SPECIFIC DUTIES:

Facilities, Maintenance, and Work Orders

- Provide day-to-day supervision and direction to facilities, maintenance, and custodial personnel.
- Establish daily priorities and coordinate staffing and assignments based on work orders, scheduled activities, facility needs, and operational priorities.
- Meet regularly with facilities and maintenance staff to review open and upcoming work orders, scheduled events, staffing needs, priorities, and anticipated facility requirements.

- Monitor work orders from initiation through completion and communicate status as appropriate.
- Assist maintenance staff with routine work orders and facility repairs based upon experience and skill level.
- Perform basic maintenance tasks involving carpentry, plumbing, painting, hardware, furniture, fixtures, and other general building repairs.
- Safely use hand and power tools and other maintenance equipment as required.
- Assist with troubleshooting facility issues and determine when work can be completed internally or should be referred to an outside contractor.
- Assist with preventive maintenance activities and routine inspections of campus facilities and equipment.
- Communicate facility conditions, maintenance needs, staffing concerns, and operational priorities to the Director of Operations and Campus Planning.

Custodial Oversight

- Provide day-to-day supervision and direction to Ursuline's custodial staff.
- Assign and prioritize daily custodial responsibilities and monitor completion of assigned work.
- Conduct routine inspections of classrooms, offices, restrooms, hallways, common areas, and other campus spaces to ensure appropriate standards of cleanliness.
- Identify areas requiring additional attention and coordinate corrective action with custodial staff.
- Assist with scheduling and coverage to ensure appropriate custodial support for regular school operations and special activities.
- Provide guidance, training, and feedback to custodial employees.
- Assist custodial staff with cleaning responsibilities when necessary to support campus needs.
- Communicate staffing, performance, supply, or operational concerns to the Director of Operations and Campus Planning.
- Communicate and coordinate with external cleaning vendor regarding changes in service needs, concerns, etc.

Special Events

- Coordinate facilities-related needs for special events, including school programs, performances, athletic events, meetings, receptions, fundraising events, and other Academy functions.
- Review event schedules and setup requirements in advance to ensure appropriate staffing, equipment, tables, chairs, staging, and other facility needs are available.
- Coordinate and oversee setup and breakdown of campus spaces for special events.
- Assign event setup and breakdown responsibilities to appropriate facilities, maintenance, and custodial personnel.
- Inspect event spaces before and after activities to ensure that spaces are clean, safe, properly arranged according to the work order, and returned to their normal condition.
- Communicate with event organizers and Academy personnel regarding facility, setup, and breakdown needs.
- Participate in monthly Master Facilities meetings and anticipate upcoming event needs, potential scheduling conflicts, and facility requirements.
- Provide hands-on assistance with event setups and breakdowns as needed.

Campus and Grounds Oversight

- Maintain a visible and proactive presence throughout the campus.
- Routinely walk the campus and inspect buildings, grounds, parking areas, walkways, entrances, exterior lighting, landscaping, and common areas.
- Identify and report maintenance, custodial, safety, grounds, and appearance issues.
- Address minor issues directly, when appropriate, and initiate work orders or notify the Director of Operations and Campus Planning when additional resources are required.
- Monitor campus appearance and ensure entrances, walkways, common areas, and grounds are maintained in a clean, safe, and presentable condition.
- Identify potential safety hazards such as damaged pavement, trip hazards, debris, lighting issues, leaks, damaged fixtures, or other conditions requiring attention.
- Assist with seasonal campus needs, weather-related preparations, snow and ice response, and other grounds-related activities as assigned.

Leadership and Collaboration

- Provide effective day-to-day leadership and supervision to facilities, maintenance, and custodial personnel.
- Establish clear expectations and hold employees accountable for assigned responsibilities.
- Promote teamwork, professionalism, responsiveness, and pride in the appearance and condition of the Academy.
- Communicate regularly with the Director of Operations and Campus Planning regarding staffing, facility conditions, work orders, events, and operational priorities.
- Work collaboratively with faculty, staff, administrators, students, vendors, contractors, and members of the Academy community.
- Coordinate effectively with outside contractors and service providers as directed by the Director of Operations and Campus Planning.
- Respond appropriately to changing priorities and urgent facility needs.
- Demonstrate initiative and the ability to identify and address operational needs without waiting for specific direction.

Work Ethic

- Maintain confidentiality at all times regarding the Ursuline community.
- Foster high ethical standards, integrity, professionalism, and respect for colleagues, alumnae, parents, students, and visitors.
- Attend all required meetings and willingly perform other duties as assigned.
- Contribute by personal example to an atmosphere of faith commitment in a manner consistent with Catholic values and our founder, St. Angela Merici.
- Demonstrate dependability, initiative, flexibility, and a service-oriented approach to campus operations.

QUALIFICATIONS:

- High school diploma or equivalent required. Additional technical, vocational, facilities management, building maintenance, or skilled-trades training and associates degree preferred.

- Minimum of three years of experience in facilities, building maintenance, custodial operations, construction, skilled trades, or a related field preferred. Equivalent combinations of education and relevant experience will be considered.
- Previous supervisory or management experience required.
- Experience safely operating common hand and power tools.
- Ability to diagnose basic facility problems and complete routine repairs.
- Strong organizational skills with the ability to coordinate multiple work orders, events, and operational priorities.
- Ability to work independently, exercise sound judgment, and proactively identify problems.
- Strong communication and interpersonal skills.
- Ability to work effectively with employees, faculty, administrators, students, vendors, contractors, and members of the Academy community.
- Basic computer skills and ability to use electronic work-order, email, calendar, and scheduling systems.
- Valid driver's license required.

PHYSICAL DEMANDS:

Work is performed in both indoor and outdoor environments. The position requires frequent walking, standing, bending, reaching, climbing, pushing, pulling, and lifting. The employee must be able to safely lift and move up to 50 pounds and assist with moving tables, chairs, equipment, supplies, and other items associated with facility operations and event setup.

The position requires the ability to safely use ladders, hand tools, power tools, maintenance equipment, and custodial equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The employee works throughout the Academy's buildings and grounds and may be exposed to moving equipment, cleaning products, chemicals, dust, noise, and varying weather conditions. The position requires occasional work outdoors during periods of heat, cold, rain, snow, and other weather conditions.

Because this position supports campus events and facility operations, the employee must have the flexibility to work occasional evenings and weekends as required by the Academy's event schedule and operational needs.

Employee Name: _____

Employee Signature: _____

Date: _____

Updated: August 2026