

St. Joseph High School

Seeks a problem-solving, visionary Director of Facilities to oversee the maintenance, safety, and strategic planning for our school's infrastructure. This individual will be responsible for campus operations, vendor management, and ensuring a well-maintained, secure environment for our school community. Position will begin June 1, 2025.

Job Title: **Director of Facilities**

Primary Purpose:

- Oversee building maintenance, custodial services, and campus operations to ensure a clean and safe environment.
- Manage relationships with vendors, contractors, and service providers for repairs, renovations, and maintenance needs.
- Develop and implement a long-term facilities improvement plan in alignment with the school's strategic vision and goals.
- Ensure compliance with local, state, and federal regulations related to school facilities, safety, and operations.
- Monitor and manage the school's budget for facilities, including maintenance, equipment, and utilities.
- Collaborate with school administration to support event logistics and campus space planning.

Experience & Qualifications:

- Prior experience in facilities management, operations, maintenance, or a related field.
- Strong leadership and organizational skills with the ability to manage multiple projects.

Compensation: Competitive salary will be commensurate with experience

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Candidates will be required to pass Diocesan screening and a background check to be eligible for employment. Diocesan application is available [here](#).

About St. Joseph High School

Founded in 1868, St. Joseph High School is a private Catholic school governed by an independent Board of Directors. Backed by more than a century of educational excellence, the original commitment of the founder to provide value-centered education and extracurricular opportunities still remains.

The Blessed William Joseph Chaminade, founder of the Marianist Order, had a vision for education that encompassed five principal characteristics of educating the whole person. The year 2017 marked the 200th Anniversary of the founding of the Society of Mary, and St. Joseph High School honors its past while building for the future.

The characteristics of a Marianist Education and our vision for St. Joseph High School include the following five elements:

- Educating for faith formation;
- Providing an integral, quality education;
- Educating in the Family Spirit;
- Educating for service, justice and peace; and
- Educating for adaptation and change.

Contact John Gilley for more information or to apply: jgilley@stjflyers.com