



ST. THEODORE GUERIN HIGH SCHOOL
15300 Gray Road
Noblesville, Indiana 46062

Telephone 317-582-0120
GuerinCatholic.org

EMPLOYMENT OPPORTUNITY

Director of Facilities

St. Theodore Guerin High School, located in Noblesville, Indiana, is looking for a full-time **Director of Facilities**.

Saint Theodore Guerin High School is a diocesan Catholic school serving 800+ diverse learners, forming the whole person through faith development, excellence in academics, and student life to live out the gospel message. The school is committed to offering courses inspired and taught from a Catholic worldview, based on the Christian concept of the human person, and in communion with the Magisterium of the Church.

Position Summary

The Director of Facilities is responsible for managing all aspects of the school's facilities and transportation including: on campus event set up; maintenance and cleanliness of the building and grounds; collaborating on campus and building security; scheduling of school bus routes and drivers; and bus maintenance. The position reports directly to the President.

Responsibilities of the position include:

Facilities Management

- Maintain continuous lines of communication with the President and other key members of the school on issues pertaining to the maintenance, cleanliness, use, and security of the building and grounds
- Manage and direct the work of the maintenance staff and janitorial service, ensure quality service if using outside vendor
- Schedule and document building maintenance issues, including a preventative maintenance program
- Working with the Facilities Committee, develop a long-range plan and proposed schedule for capital expenditures for annual budget discussion
- Help its Chair manage and guide the activities of the Facilities Committee
- For all major facility projects, work with internal and/or diocesan staff to secure required bids, select outside vendors, coordinate project schedule, and ensure quality.
- Manage new construction and renovation projects
- Participate in Operations Team, Mission Leadership Team, and Facilities Committee

Transportation

- Ensure school buses are well-maintained and safety certified as required
- Schedule bus routes and supervise drivers
- Communicate with school bus families regarding registration, routes, and other transportation issues
- Manage outside transportation entities

Security (in collaboration with the Assistant Principal of Student Services)

- Monitor and supervise the security of the school campus
- Stay current on need for potential security upgrades
- Serve as primary contact for emergency service and security monitoring company
- Be willing to attain and maintain School Safety Specialist certification

A Successful Candidate should . . .

- Be motivated and guided by their faith in Jesus Christ and the Catholic Church
- Be collaborative and team-minded
- Have previous experience in facilities work, especially in a school setting
- Be able to define problems and implement appropriate solutions
- Have the ability to work with all levels of management to support the vision for our school
- Possess strong and effective oral and written communication skills
- Be able to multi-task, working on numerous deadlines at once and prioritizing the needs of the organization
- Be mission-driven

The qualifications for the position are:

The ideal candidate would have a background in facilities work, especially in a school setting.

Salary

This would be a full-time, year-round salaried position with a generous benefits package.

Contact Information

Interested and qualified candidates are asked to submit a letter of interest, résumé and the contact information for three professional references. A diocesan application (found on the dol-in.org website) should accompany the résumé. All documents should be emailed to: apply@guerincatholic.org.