



Growth. Values. For Life.

**FACILITIES & SECURITY MANAGER**  
**JOB DESCRIPTION**

**Department:** Facilities & Security  
**Supervisor:** Director of Finance & Operations  
**Status:** Full-time

Supervises physical school campus operations including all buildings and grounds, utilities, energy management systems and safety/security systems in order to provide a safe, healthy, and comfortable environment for students, faculty and staff. Responsible for the scheduling and supervision of maintenance and repair activities, contracted services, and custodial services, security personnel, and ensuring the physical operation of the school meets budgetary and strategic objectives.

**SPECIFIC DUTIES:**

Maintenance:

- Plans, organizes, coordinates and oversees day-to-day maintenance activities to assure the proper and efficient maintenance and repair of buildings and facilities
- Identifies building and equipment replacement, repair and upgrade needs; establishes a comprehensive schedule of maintenance for the campus and facilities
- Supervises employees and oversees work of contractors
- Oversees moving furniture and equipment as needed and set up and tear down for events
- Changes filters on heating, ventilating, and air conditioning units
- Performs minor troubleshooting, repairs and adjustments for minor equipment and structures such as locks, doors, cabinets, desks, windows, and lockers
- Repairs and maintains structures such as floors, showers, sinks, walls, roofs, and carpet
- Performs basic carpentry work and repairs structures such as partitions, walls, doors, window frames, office furniture, and shelves
- Performs basic electrical installation and repair work in wiring switches, outlets, plugs, cables, power circuits, and appliances; repairs lighting systems and inspects electrical systems for unsafe conditions
- Identifies and performs basic repairs of plumbing leaks or breaks; opens clogged lines and drains; replaces washers and other minor parts
- Oversees snow removal and performs snow removal personally when necessary
- Performs maintenance duties personally when necessary

Custodial:

- Supervises custodians and oversees work of contractors to ensure buildings are clean and orderly

- Performs custodial work as a substitute when necessary

**Safety/Security:**

- Supervises security staff
- Responsible for the safety and security of the physical plant
- Ensures that all safety and security related equipment is up to code supporting the safest possible environment for students, faculty, and staff
- Responsible for opening and closing the building according to established procedures
- Responds to building emergencies
- Responsible for overall maintenance of keypad codes
- Patrols the parking lots and Franklin Street throughout the day for suspicious activity
- Works collaboratively with the local police department
- Conducts annual fire extinguisher inspections and semi-annual fire alarm inspections

**Other:**

- Responsible for all aspects of facility capital projects including obtaining bids, project scheduling and oversight, vendor selection, and authorization of payments
- Tracks available capital for project funding together with Director of Finance and Operations
- Prepares and maintains records, files, logs, and reports related to personnel, inventory, supplies, work requests, work performed, and safety or security issues
- Reviews and approves vendor invoices
- Maintains MSDS (Material Safety Data Sheets) for products
- Other duties as assigned

**WORK ETHIC:**

- Maintains confidentiality at all times regarding the Ursuline community
- Attends all required meetings and willing to perform all other duties as assigned
- Contributes by personal example to an atmosphere of faith commitment in a manner consistent with Catholic values and our founder St. Angela Merici
- Respects, cooperates, and maintains a positive attitude with colleagues (faculty and staff), students, parents, and alumnae, and exemplify the core values

**COMPETENCIES NEEDED:**

The position requires possession of a current and valid motor vehicle operator's license with commercial driver's license preferred. The employee will understand and follow oral and written instruction and follow training in universal precautions. The position requires the effective use a variety of hand and power tools and the reading of blueprints.

**EDUCATION:**

Bachelor's Degree in Engineering, Construction Management or closely related field required or any combination of education, experience, or training that would provide the required knowledge and abilities to perform the essential job functions

**REQUIREMENTS:**

- A minimum of 5 years of work experience where the primary function was building maintenance
- A minimum of 3 years of supervisory experience
- Experience with Project Management
- A broad knowledge of HVAC systems
- Ability to monitor/track energy use and implement energy conservation incentive programs

**PHYSICAL DEMANDS:**

Work is performed in indoor and outdoor environments. The position requires frequent walking, standing, sitting, bending, reaching, climbing, and lifting up to 40 pounds. Specific vision ability required including close, distance, peripheral vision, and ability to adjust focus. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The noise level in the work environment is moderate to high. The employee may be exposed to moving equipment, toxic fumes, chemicals, and infectious diseases. While performing the duties of this job the employee occasionally works in outside weather conditions exposed to extreme cold and or extreme heat.

**SALARY/BENEFITS:**

- Commensurate with experience and education
- Generous benefits package offered

**TO APPLY:**

If interested, email cover letter, resume, and references to: [uaemployment@ursuline.org](mailto:uaemployment@ursuline.org). Please include "Facilities & Security Manager" in the subject line of email.

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