

Bishop Connolly High School

Director of Facilities

Duties for the Director of Facilities will include overseeing the grounds and interior physical plant, engaging with vendors and contractors, minimizing hazards, providing input into facilities budgets, coordinating remodeling and refurbishment initiatives, testing equipment, forecasting space needs, ensuring compliance with zoning laws, coordinating relocations, and providing input into lease agreements. The Director of Facilities has an essential role in creating a safe and comfortable environment for students and staff.

The ideal candidate for this role should possess excellent communication skills, excellent organizational skills, broad knowledge of business functions, and project management experience.

Director of Facilities Responsibilities:

- Overseeing contractors
- Handling security, cleaning
- Providing site support
- Coordinating routine maintenance and repairs
- Scheduling renovations
- Managing waste disposal
- Providing input in facilities budgeting and estimating costs
- Designing and planning facilities layout
- Ensuring compliance with regulations and laws

Director of Facilities Requirements:

- Strong interpersonal skills
- Excellent communication skills
- Facilities/project management experience
- Good knowledge of regulations and laws
- Multitasking abilities
- Computer literacy
- Good problem-solving skills
- Highly organized