



CRISTO REY
PHILADELPHIA
HIGH SCHOOL

Join the Team

Position Title: Facilities Manager

Position Description:

Cristo Rey Philadelphia High School is looking for an experienced, full-time facilities professional to manage multiple functions in our buildings and grounds. The Facilities Manager is responsible for the physical operation and appearance of the school's campus and providing a clean, safe, and healthy environment for students, parents, and employees. The Facilities Manager will report to the Chief Financial Officer.

The successful candidate will be able to perform routine and timely maintenance tasks and manage outside contractors when specialized repair and maintenance is necessary. The Facilities Manager is a hands-on professional who not only supervises a small staff, but also performs duties to ensure that its equipment and systems are well-maintained. This is a high-visibility, customer-oriented position that interacts extensively with faculty, staff, parents, and other members of the community. As such, the individual selected to fill this role must possess outstanding interpersonal and communication skills.

Responsibilities include, but are not limited to the following:

- Planning and assigning daily maintenance and custodial activities
- Performing and coordinating preventive maintenance on building systems
- Assisting with planning, budgeting, and coordinating projects
- Identifying mechanical, structural, electrical, or other conditions in need of repair or upgrade
- Representing the school at meetings with contractors, vendors and agencies
- Maintaining HVAC, building alarm, and fire sprinkler systems and elevators
- Coordinating and overseeing outside contractors/vendors
- Managing landscaping of grounds & athletic fields
- Removing snow from building's sidewalk, treating walkways & parking lot
- Ensuring compliance with all federal, state and local regulations
- Ordering supplies and equipment as needed
- Maintaining employee work schedules and coordinating related payroll
- Developing and maintaining positive and productive working relationships
- Encouraging, mentoring and motivating employees
- Additional duties as assigned

Qualifications and Education Required:

- Experience in facility maintenance required
- Current and Valid driver's license
- Ability to pass the PA Criminal Background Check, PA Child Abuse Clearance & FBI Fingerprint Clearance

Preferred Skills:

- Knowledge of carpentry, plumbing, electrical, HVAC, boiler maintenance, fire alarm & sprinkler systems
- Ability to use various power and hand tools safely & efficiently
- Should have technical expertise with mechanical systems and equipment
- Knowledge of building code requirements
- Experience managing building renovations and system upgrades

Application Process:

Submit PDF containing the following documents:

- Cover letter
- Resume
- Three professional references

Email to: kmcgarrigle@crphs.org

Cristo Rey Philadelphia High School:

Cristo Rey Philadelphia High School is an independent, Catholic, college preparatory school for young men and women of all faiths. Cristo Rey Philadelphia High School nurtures and challenges young women and men to recognize and realize their full potential as they grow to love God, respect others, and serve their community.

The school welcomed its first class in August 2012 and now serves more than 500 freshman, sophomore, junior and senior students.

Cristo Rey serves economically disadvantaged families from across the city that could not otherwise afford a tuition-based education. The school utilizes a longer school day and year, structured academic assistance, and counseling support to prepare students, who start out between two and three grade levels behind academically, for college. The school's goal for every student is not simply high school graduation or college acceptance but college graduation.

All students enrolled in the school participate in a unique corporate Work-Study Program through which they develop important skills and finance the majority of the cost of their education. The Cristo Rey Work-Study Program gives students the opportunity to build core skills that will help them succeed in college and the modern workplace. Each student works five full days per month in an entry-level clerical job in a professional work environment.