



ST. ANNE SCHOOL

JOB DESCRIPTION

Director of Facilities and Security

St. Anne School, a private independent Catholic school in Laguna Niguel, is seeking a director of facilities and security to join our community. The director of facilities and security is a member of the school's administrative team reporting to the president of the school. The director of facilities and security is responsible for the non-academic operations of the school including maintenance and security of the total physical plant, remodeling and new construction, vendor contracts, legal reviews, facilities supervision, and other business office responsibilities. This position supervises security, custodial, facilities, and front office support staff. This position is also responsible for the overall safety of all students, staff, parents, and visitors to the St. Anne School campus.

RESPONSIBILITIES:

- Acts as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies, and goals of the school, as well as the decisions made by the Board of Directors and administrators.
- Insures the health, safety, and welfare of all students.
- Holds in strict confidence all matters pertaining to the school.
- Adheres to all policies and procedures as outlined in the parent/student handbook and employee handbook.
- Attends faculty and administrative meeting, as needed.

DUTIES:

- Analyzes the financial details of past, present, and expected operations in order to identify building and equipment replacement, repair and upgrade needs and areas where improvement and growth are needed.
- Maintain, update, and coordinate legal review of employee handbook
- Lead periodic review and renewal of all vendor relationships
- Drive fiscal responsibility and expense management on all vendor contracts
- Oversee OSHA regulations and compliance within the facility
- Review and revise procedures and controls periodically
- Manage procurement, oversee all purchasing, and negotiate vendor contracts
- Research, interview, and assist in selecting architects and contractors for remodeling and future construction projects.
- Examine school grounds, buildings, and surrounding environment for needed repairs and maintenance. Establish a comprehensive schedule of maintenance for the St. Anne campus and facilities.
- Work with director of IT to establish a schedule for preventative maintenance and updates within the network environment.

- Work with director of IT to create implementation timelines and estimate costs for hardware and software replacements, upgrades, and transitions
- Estimate costs of remodeling and new construction projects
- Supervise and evaluate the maintenance and front office personnel
- Plan, organize, and direct the work of the facilities and security teams
- Head the school's safety and RISK programs and take the lead in conducting a periodic enterprise risk assessment for the school
- Coordinate the school's energy conservation and hazardous waste program
- Keep records of operations and costs in conformity with St. Anne School and state policies
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Read and interpret blueprints, mechanical, electrical, and civil and structural drawings, plans, and sketches
- Interpret laws, rules, regulations, and policies related to school safety and constructions needs
- Prepare and administer budgets
- Prepare clear and concise building maintenance and capital expenditure reports
- Operate a computer and software to direct and maintain a computerized inventory system, security system, and other computerized facilities programs
- Perform other duties as required or assigned

QUALIFICATIONS:

Knowledge of:

- Operations, services, and activities of a comprehensive facilities program
- The tools, materials, and methods and practices of the building trades; refrigeration, heating and air conditioning maintenance, electrical, and plumbing
- Standard construction methods, terminology, materials, equipment and practices
- Principles and practices of budget preparation and administration
- Project cost analysis principles and procedures
- Principles of supervision, training, and performance evaluations
- Safety practices and procedures including OSHA and state regulations
- Laws and regulations relating to construction and maintenance of facilities
- Computers, inventory software, and facilities related application software and automated building systems
- Database systems and migrations
- MDF and IDF environments and network infrastructure
- Aptitude and understanding in the areas of plumbing, heating, ventilation and air-conditioning (HVAC), carpentry, refrigeration, electricity, mechanics, remodeling, and construction
- Excellent communication, human relations, supervisory, and management skills
- Valid California driver's license

Experience:

At least five years of managerial and supervisory experience of personnel, material, and equipment.

Education:

Any combination of education, experience, or training that would provide the required knowledge and abilities to perform the essential job functions. A minimum of five years of increasingly responsible experience in the field of construction, facilities management, construction management, maintenance and operations. A minimum of three years' supervisory experience; Additional business and vocational training desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction

Hours: Twelve-month exempt, salaried, Schedule A

Reports To: President

This is a full time, salaried, exempt position. Salary range is commensurate with experience and education. Please send cover letter, resume, and references to the Director of Human Resources, Melissa Vergara at hr@st-anne.org.