



## **Facilities Assistant Manager Rosary Academy (Located in Fullerton, CA)**

**Reports to** – Facilities Manager

**Interacts with** – Administrators, faculty and staff, vendors and other service providers of Rosary Academy.

**Responsibilities include:**

This person will assist the Facilities Manager to maintain, plan, direct and oversee the use of all Rosary Academy buildings, grounds and facilities as these are used every day. This person will conduct routine facilities repairs as requested by Facilities Manager, Faculty and Staff; including but not limited to plumbing, sprinkler systems, landscaping, painting, install/repair/replace light fixtures, scrub-buff polish floors, shampoo carpets, use of pressure washer, event setups, and as directed by Facilities Manager, etc. This person will maintain Rosary Academy facilities and grounds to the highest standards of appearance, cleanliness, safety, functionality.

**Additional responsibilities include, but are not limited to:**

- Assist to coordinate activities with the leadership of Rosary Academy. Assist Facilities Manager to establish methods and meetings to inform all parties of general and site specific events and activities.
- Assist in conducting events and activities. Coordinate such activities with Rosary Academy.
- Assist Facilities Manager to supervise any and all construction, renovations, additions, operations, facility usage, equipment repairs, and maintain proper records accordingly.
- Maintain basic operations and maintenance (O&M) plans that include routine and preventative maintenance.
- Maintain records of inspection and all files required by the Asbestos Hazard Emergency Response Act (AHERA). Assist to schedule required training for certifications of all maintenance personnel.
- Assist in conducting monthly/routine inspections, maintain and file certifications and records for life safety equipment, fire extinguishers, fire hydrants, fire suppression systems, AED's, alarms, elevators, lifts, roofs, boilers, back-flow prevention assemblies, and other pertinent equipment.
- Organize and manage Rosary's student shuttle service program
- Assist with maintenance staff personnel as well as outside custodial vendors, landscaping, maintenance, and other service personnel for Rosary Academy.

- Assist in maintaining Rosary Academy vehicle fleet making sure that they are fueled, cleaned, repaired and maintained as needed. File and maintain copy of service repairs, insurance, and registration files.
- Respond to requests for repair of all facilities in a timely manner. Maintain record of requests, completion and costs involved.
- conduct routine inspections of all buildings and grounds to insure proper repair and appearance.

**Position Requirements:**

- At least five (5) years of related facilities management experience.
- knowledge of facilities, building equipment and electrical.
- Working knowledge of technology and audio-visual equipment.
- A high school diploma or greater.
- Knowledge with office products
- Ability to pass background check and Diocese Safe Environment protocols.
- Practicing Catholic with knowledge of the Catholic Church and its structure.
- Ability to serve a Roman Catholic Community.

**Please forward resume and cover letter to Rosary Academy Business Director at [alares@rosaryacademy.org](mailto:alares@rosaryacademy.org)**