



# Cretin-Derham Hall

Co-sponsored by the Sisters of St. Joseph of Carondelet and the Brothers of the Christian Schools

## JOB DESCRIPTION

<b>Job Title:</b> Director of Facilities	<b>Employment Status:</b> FT – 12 months
<b>Department:</b> Facilities	<b>FLSA Status:</b> Exempt
<b>Reports to:</b> President	<b>Prepared By:</b> Human Resources
<b>Direct Reports:</b> Facilities Operations Manager and Custodial & Night Lead	<b>Date:</b> 2025
<b>Salary Range:</b> \$92,000 to \$100,000	

*Cretin-Derham Hall is a Catholic co-educational high school serving 900+ students in grades nine through twelve. Co-sponsored by the Brothers of the Christian Schools and the Sisters of St. Joseph of Carondelet, Cretin-Derham Hall is committed to Christian values and academic excellence. We educate young men and women of diverse abilities, cultures, and socioeconomic backgrounds for opportunities in post-secondary education. We are committed to the values of Catholic, Academic Excellence, Leadership, Community, Service, Diversity, and Equity.*

### Position Summary

The Director of Facilities is responsible for the overall operation of the buildings and grounds and for providing a safe, healthy, and comfortable environment for students, employees, and guests. This position manages the scheduling and supervision of maintenance and repair projects, custodial services, contracted services, campus security, school safety programs, and equipment and supply purchases to ensure alignment with budgetary and strategic objectives.

### Essential Functions

*This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee in this position. Activities, duties, and responsibilities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

- Preventive Maintenance, upkeep, and repair of the physical plant and grounds:
  - Key areas include: safety & security, electrical, plumbing, heating, air conditioning, ventilation systems, roof systems, building envelope, paved surfaces and landscaping
  - Develop, implement, and supervise the preventive maintenance program and renovation programs
  - Direct, schedule, and supervise external contractors
  - Leverage internal resources to service and repair plant facilities, equipment, facility systems
  - Maintain appropriate records relating to work orders, preventive maintenance activities, code compliance and staff work activities
- School Safety Programs:
  - Partner with employees and city and state officials to ensure that the facilities meet or exceed all safety requirements
  - Service and maintain all elements of the school safety systems, including sprinklers, exit lighting, extinguishers, smoke detectors, evacuation route signage, and alarm systems
  - Inspect buildings, grounds and equipment to assure compliance with established standards and policies
  - Participate in insurance inspections and claims investigations
  - Serve as the liaison with St. Paul Fire Department Chief and building inspectors
  - Oversee compliance with all relevant federal, state and local laws, including building and fire codes and ADA compliance standards
  - Partner with OSHA, local and state health departments and other outside agencies to ensure compliance with standards and reporting requirements

- Ensure the proper disposal of hazardous and controlled wastes in compliance with regulations and guidelines
- Coordinate employee safety training sessions
- **Campus Security:**
  - Oversee all aspects of campus security including alarm system, building access control, and security camera system
  - Coordinate security related activities with local law enforcement
- **Utilities:**
  - Develop specifications for cost-effective campus energy management systems
  - Supervise the operation, maintenance, and repair of energy management systems
  - Monitor service from the utility companies to ensure quality and locate potential areas for trouble-shooting and efficiency
- **Capital Projects:**
  - Contribute to strategic planning by evaluating and projecting future facility needs and proposing options to achieve them
  - Prepare project and bid specifications and cost estimates for physical plant projects
  - Manage the vendor bid process and negotiate contracts
  - Oversee all on-site new construction and capital improvement projects
  - Monitor change orders and billings to ensure accuracy and approve payments after satisfactory completion of work
- **Budget:**
  - Work closely with Director of Finance to develop annual budget
  - Monitor expenditures and approve invoices
  - Purchase equipment and supplies
  - Negotiate service contracts
- **Supervision:**
  - Hire, train, schedule, supervise, and evaluate departmental staff

### **Competencies**

- Proficiency in Microsoft Office, Google Workspace, and other position-specific software programs
- Excellent verbal and written communication skills
- Proven attention to detail, time management, problem-solving and strategic planning skills
- Commitment to the highest professional and ethical standards
- Ability to effectively and tactfully communicate with various constituencies including students, faculty, staff, families, alumni and vendors
- Strong leadership qualities and the ability to motivate others and promote teamwork
- Budget development and operational and strategic planning skills

### **Supervision**

This position reports to the President. Day to day supervision will be minimal with assistance as needed and regular meetings to review project status and priorities.

This position supervises the Facilities Operations Manager and the Custodial & Night Lead.

### **Work Environment**

This position operates in a professional office environment and routinely uses standard office equipment, including but not limited to computers, printers, phones, copy machines, and filing cabinets. This position may also routinely use power tools and equipment.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to verbally communicate with others.

This role requires the employee to sit at a desk for consecutive hours at a time using a computer and other office equipment. This role may also require prolonged periods of walking, standing, bending, stretching, pushing, pulling, climbing, kneeling and lifting. The employee must be physically able to operate both manual and power tools and equipment. This position must be able to lift up to 20 pounds without assistance, 40-80 pounds with mechanical assistance, and 10-15 pounds overhead. The employee must be physically able to work indoors and outdoors.

**Expected Hours of Work**

Typical work days and times for this position are Monday through Friday, 8:00 AM-4:00 PM. Evening and weekend work will be required as job duties demand.

**Required Education and Experience**

*All employees of CDH are required to successfully complete the "Essential 3" requirements set forth by the Archdiocese of St. Paul and Minneapolis prior to beginning their employment. Employees must remain in compliance with these requirements throughout their employment at CDH.*

- Bachelor's Degree in Engineering, Building Trades or related field
- A minimum of 5 years of progressively more responsible professional experience in physical plant operations and maintenance
- A minimum of 3 years of employee supervisory experience

**Compensation**

The salary range for this position is \$92,000 to \$100,000.

CDH offers a comprehensive benefits package that includes:

- Paid time off
- Health and dental insurance plans for individuals, spouses and families with employer premium contributions
- Employer-paid Life/AD&D and long term disability insurance
- Employee-paid additional insurance plans for individuals, spouses and families, including vision, FSA, critical illness, accident and voluntary life/AD&D
- 403(b) and defined benefit retirement plans (employee and employer contributions)
- CDH tuition remission

**To apply, please send resume and letter of interest to Regan McCormack, Human Resources Manager, at [rmccormack@c-dh.org](mailto:rmccormack@c-dh.org). The application deadline is Friday, September 5, 2025.**