



# ST. PETER CATHOLIC

## Career & Technical High School



## Job Description

- **Job Title:** Part-Time Facilities Manager
- **Reports To:** Principal

## Position Overview

St. Peter Catholic is a Catholic Career and Technical high school dedicated to academic excellence, vocational education, and the spiritual formation of our students. We are seeking a responsible and proactive Part-Time Facilities Manager to oversee the maintenance, safety, and operational efficiency of our campus, which includes an Education Building, a Gymnasium, and surrounding grounds.

## Key Responsibilities

### Building Maintenance:

- Conduct regular inspections of the school's two main buildings and identify necessary repairs.
- Perform or coordinate routine maintenance tasks (e.g., plumbing, electrical, HVAC, filter replacement, lighting, carpentry).
- Monitor systems for efficiency and safety.
- Manage calendar of annual inspections (elevator, water back flow, fire extinguishers, etc.)

### Groundskeeping:

- Oversee upkeep of outdoor areas, including sidewalks, entryways, and small landscaped sections.
- Coordinate seasonal tasks such as snow removal, lawn care, and leaf cleanup (using outside vendors when necessary).

### Safety & Compliance:

- Ensure compliance with all local, state, and federal building codes and safety regulations.
- Maintain fire, safety, and emergency systems.
- Serve as point of contact for facility-related emergencies.

### Vendor & Contractor Coordination:

- Schedule and supervise external service providers (e.g., cleaning, pest control, specialized trades).
- Manage relationships with contractors and ensure quality work and timely service.

*The Mission of St. Peter Catholic is to empower students to be models of faith through Catholic spiritual formation while providing a creative and comprehensive education in career and technical pathways.*



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### Key Responsibilities (Continued)

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#### Inventory & Budget:

- Monitor and manage facility supply inventory.
- Assist in budget planning related to facilities and maintenance needs.

#### Other Duties

- Perform other duties as assigned by the Principal or School Leadership.

### Qualifications

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- High school diploma or equivalent required; relevant technical training or certifications a plus.
- 3+ years of experience in facilities maintenance or management, preferably in an educational or institutional setting.
- Working knowledge of building systems and general repair.
- Ability to lift 50+ pounds and perform physical tasks.
- Strong organizational and time management skills.
- Commitment to the mission and values of Catholic education.
- Familiarity with Catholic school operations and a respectful understanding of the religious environment.
- Experience managing facilities in a school or small campus setting.

### Work Schedule & Compensation

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- Part-time role, approximately 20 hours per week (flexible schedule; may include occasional evening or weekend hours).

### Application Process

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Interested candidates should submit a cover letter, resume, and three professional references to [St. Peter Catholic Principal Dr. Marc Martinez](#).

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