



Co-Director of Facilities

School Description

Santa Catalina School is a vibrant, independent, Catholic school offering student-centered co-education to PreK through grade 8 and an all-girls' boarding and day college preparatory upper school serving grades 9 through 12. *Santa Catalina exists to develop in each student a striving for excellence, a maturing awareness of moral and spiritual values, a sense of responsible purpose, and a determination to serve the world with courage, grace, and compassion.* With the cornerstones of excellence, spirituality, service, and responsibility, the school is committed to providing a supportive learning community for each student to grow in their intellectual, personal, and spiritual life, making Santa Catalina a transformational educational experience for its students.

Position Summary

Santa Catalina School, a nationally recognized PreK-12 independent Catholic school in Monterey, California, is currently seeking a full-time Co-Director of Facilities, reporting directly to the Chief Finance and Operations Officer (CFOO). The Co-Director will have a unique opportunity to overlap with the school's longtime and experienced Director of Facilities before his retirement in 2025, at which point the Co-Director will transition to become the full-time, sole Director of Facilities. This role is responsible for the oversight of the physical plant, building maintenance, campus grounds, energy management, and campus security. The Co-Director will help oversee prioritization, assignment, and execution of work to create a safe and efficient work environment that improves student learning, teaching effectiveness, and business performance, and optimizes staff productivity.

Description

The award-winning idyllic Santa Catalina School campus sits on a gorgeous sunbelt in central Monterey and spans 36 acres. The campus requires constant attention and care, with over 30 buildings, including classrooms, offices, kitchens, and housing for students and faculty; sports facilities, including a pool, gymnasium, tennis courts, and athletic fields; and extensive landscaping and grounds. With the current Director of Facilities, the Co-Director will be responsible for overseeing the work of the teams that comprise the facilities department—maintenance, grounds, and housekeeping—as well as performing hands-on daily maintenance work. Managing maintenance requests, large school projects, assigning work to team members, executing projects personally based on own expertise, and providing troubleshooting/oversight for all facilities work are main areas of work. In addition, scheduling of preventative maintenance and inspections to keep the physical plant and its components functioning and in compliance is required. Balancing daily work requests, event set-up requests, and long-term projects are all key components to success in the role and require a strong working relationship with school leadership. Evenings and weekends are often required to meet the needs of the school and community.

Santa Catalina School believes that each employee makes a significant contribution to its success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that



each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

Essential Responsibilities

- Work collaboratively with Director of Facilities to learn the role, campus, and team
- Develop and manage maintenance and custodial programs to create a hospitable learning environment, present an exemplary appearance for the school, and preserve the school's investment
- Direct, supervise, and evaluate department staff; ensure staff receives training related to specific job tasks and responsibilities
- Address repair and maintenance needs identified via staff requests and regular inspection of the premises, utilizing maintenance team or outside services as necessary
- Ensure facility readiness for day-to-day events as well as special events
- Maintain public safety on campus and assist in the review and execution of the school's emergency action plan
- Devise and manage an annual departmental budget in conjunction with the CFOO and business office
- Prepare specifications for physical plant projects; estimate costs of equipment, materials, labor, and supplies
- Prepare bid specifications for projects, equipment, and contracted services
- Oversee site and building projects performed by outside contractors
- Oversee the maintenance of inventory and equipment as well as ordering
- Develop, implement, and supervise preventative maintenance and renovation programs for buildings, grounds, mechanical and electrical, utility, and safety and security systems.
- Prepare, prioritize, and manage summer projects and longer-term capital project plans, working with senior school leadership
- Contribute to strategic planning by evaluating and projecting future facility needs and proposing options to achieve them
- Establish policies and protocols that meet all environmental, health, and maintenance standards as required by law and work with the administration to ensure compliance with all regional, state, and federal regulations and laws as they impact the school
- Maintain records and prepare reports as necessary to ensure compliance with facilities-related regulations

Qualifications

- Bachelor's degree in engineering, construction management, or related discipline or equivalent work experience
- 5-10 years of experience in a supervisory/management role in construction, maintenance/repair, facilities maintenance
- Working knowledge of at least three trades is required (maintenance, plumbing, electrical, HVAC systems, carpentry, construction)
- Prior experience in an educational or similar institution is highly preferred
- Demonstrated success in managing a large facility
- Proven success developing and balancing an annual budget
- Knowledge of environmental and safety rules, regulations, and policies



- A commitment to the mission and identity of Santa Catalina School
- A desire to participate fully in the Santa Catalina community
- Successful completion of a LiveScan criminal background check as required by law
- Valid California driver's license and clean driving record

Competencies

- Outstanding interpersonal skills; approachable and welcoming demeanor with good listening, humor, tact, intuition, and confidentiality
- Cultural competence and enthusiasm for working with a diverse and dynamic community
- Knowledge of best practices and industry standards for facilities management
- Excellent writing, communication, and verbal skills
- Strong organizational and record-keeping skills and digital literacy for project management
- Commitment to professional growth and education through an active learning mindset
- Ability to function well under stress
- A desire to work as a team leader to problem solve, compromise, and collaborate, bringing flexibility and the willingness to give and take direction when necessary
- Drive and self-motivation, an ability to multitask, and exceptional professional and business judgment
- Problem solver with a high degree of diplomacy
- Proven project management skills
- Demonstrated evaluative and facilitative skills
- Strong organizational and record-keeping skills and digital literacy
- Ability to assess and respond to the needs of the school and act as a representative of the school
- Ability to create responsive, caring, and appropriate relationships with students, families, and colleagues
- Understanding of the dynamics of a school community

Supervisory Responsibilities

- This position directly co-supervises the supervisor of maintenance, supervisor of housekeeping, and supervisor of grounds maintenance, as well as vendors

Working Conditions and Compensation

- Ability to be physically active in order to access by foot or mobile cart any and all areas of campus and to attend meetings and other job-related gatherings
- Ability to work in various positions, including, but not limited to, standing, bending over, crouching, sitting, reaching, driving (a cart) for extended periods of time, and needing to lift up to 50 lbs.
- Additional time is required beyond a normal day or week for evening and weekend meetings
- Work in a school environment with a wide variety of challenges, deadlines, and people
- Santa Catalina School offers competitive insurance and retirement benefits
- Salary Range: \$95,000–\$110,000 depending on experience



Equal Employment Opportunity

Santa Catalina School is an equal-opportunity employer. Employment at Santa Catalina School is based solely on qualifications and competence for a particular position, without regard to race, color, creed, national origin, physical disability, mental disability, pregnancy, medical condition, genetic characteristics, citizenship, age, religion, sex, sexual orientation, gender, gender identity or expression, veteran status, disability, marital status, off-duty and off-premises use of cannabis, or any other category protected by the law.

To Apply

Interested candidates should visit our website to complete and submit an application, resume, and cover letter:

www.santacatalina.org/upper-school/who-we-are/employment

Electronic submission of candidate papers in .pdf format is preferred.

Santa Catalina provides reasonable accommodations to employees and applicants with disabilities. Applicants who need accommodations to participate in the application process should contact employment@santacatalina.org.