



## JOB POSTING

(rev. 02/17/2026)

Bellarmino is a Catholic Jesuit college preparatory secondary school with an enrollment of approximately 890 students in grades 9-12. The successful candidate for this position will demonstrate a commitment to working with talented and motivated students and employees. Bellarmine fosters amongst its governing board members, administrators, faculty members, staff persons, and students a commitment to embrace and celebrate the diversity of the school's family and the broader community. Our school has made a strong commitment to promoting diversity of our employees. We encourage persons of all backgrounds to apply.

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<b>Position:</b>	Facilities Manager
<b>Department:</b>	Administration
<b>Report To:</b>	Senior Leadership
<b>Employment Type:</b>	Full-Time, 12-Month
<b>Salary:</b>	\$120,000 - \$140,000

### JOB SUMMARY

Bellarmino Preparatory School seeks an experienced and mission-aligned Facilities Manager to oversee the care, maintenance, safety, and operational readiness of the school's buildings and grounds.

The Facilities Manager ensures that the campus environment – indoors and outdoors – is safe, attractive, and fully supportive of the school's academic and co-curricular mission. This role supervises facilities and grounds staff, manages vendor relationships, oversees budgeting and compliance, and maintains operational excellence across all campus facilities.

This is a hands-on leadership position requiring active daily engagement in campus operations, visible presence throughout the school day, and the ability to step in operationally when needed. This role supports campus emergency management efforts and must be prepared to respond to operational needs as they arise.

### CORE FUNCTIONS OR DUTIES

The Facilities Manager leads all aspects of facilities and grounds operations, including preventive and corrective maintenance, custodial services, grounds management, event support, budgeting, vendor oversight, capital planning, and regulatory compliance. The role balance strategic oversight with direct operational involvement to ensure the campus remains safe, functional, and mission-aligned.

### MAIN FUNCTIONS

#### Leadership & Department Management

- Lead, supervise, and evaluate Facilities Department staff.
- Establish departmental priorities and implement efficient, cost-effective service models.
- Conduct regular team meetings and manage work assignments.
- Maintain organized records and operational databases.
- Reinforce the school's mission and foster a culture of service and collaboration.

- Maintain strong internal safety practices and equipment inspection oversight.

### **Campus Operations & Maintenance**

- Develop and oversee a comprehensive preventive maintenance program.
- Coordinate maintenance requests, custodial services, work orders, and daily operations.
- Conduct weekly campus walkthroughs to monitor maintenance and safety.
- Oversee inspection and maintenance of boilers, HVAC, electrical, plumbing, and related systems.
- Maintain clean, safe, and fully operational facilities.
- Ensure school vehicles are serviced, maintained, and replaced according to plan.
- Develop and administer snow removal operations.
- Respond promptly to maintenance issues and emergencies.
- Attend administrative meetings to coordinate facilities support.

### **Grounds Management**

- Oversee maintenance and appearance of lawns, landscaping, trees, gardens, athletic fields, parking areas, and outdoor spaces.
- Supervise seasonal grounds work including mowing, irrigation, fertilization, aeration, planting, and debris removal.
- Ensure athletic fields are safe and properly prepared in coordination with Athletics.
- Maintain irrigation systems and oversee water conservation efforts.
- Coordinate with arborists and landscaping vendors.
- Support environmentally responsible grounds practices and campus sustainability initiatives.

### **Event Support**

- Partner with the Events and Volunteer Manager to support indoor and outdoor event setup and restoration.
- Ensure facilities and grounds are prepared before and after events.
- Support calendar coordination and event logistics.
- Contribute to a positive, people-centered campus environment.

### **Budgeting, Capital Planning & Project Oversight**

- Prepare and manage the annual Facilities operating budget.
- Project capital needs and oversee equipment replacement and deferred maintenance planning.
- Support senior leadership on renovation and construction projects.
- Assist with bid and RFP preparation and vendor selection.
- Oversee contractor compliance with contracts, insurance, and budget parameters.
- Develop and administer a vehicle maintenance and replacement plan.

### **Compliance & Institutional Support**

- Ensure compliance with building codes, fire regulations, and safety standards.
- Serve as liaison with fire departments, utilities, and relevant public agencies.
- Maintain environmental, health, and regulatory compliance standards.
- Participate in long-range campus and landscape planning.
- Provide reports and updates to senior leadership as needed.

## **EXPERIENCE/QUALIFICATIONS/COMPETENCIES**

- Degree in Facilities Management or related field, or ten (10) or more years of progressively responsible facilities leadership experience.

- Demonstrated expertise in facilities operations including mechanical systems, construction, utilities planning, landscaping, procurement, and supervision.
- Strong hands-on knowledge of HVAC, boilers, electrical, and plumbing systems.
- Proven leadership experience in personnel management, team development, budgeting, negotiation and operational planning.
- Experience working in active campus or multi-building environments.
- Strong organizational, administrative, and project management skills.
- Excellent communication and interpersonal abilities.
- Strong analytical and problem solving abilities.
- Ability to prioritize multiple responsibilities and work both independently and collaboratively.
- Proficiency in Google Suite and standard office software.

### **Preferred Experience**

- Athletic field maintenance (natural grass and/or turf).
- Irrigation systems and landscape management.
- Environmentally sustainable grounds' practices.
- Snow and ice management operations.

### **PHYSICAL REQUIREMENTS & WORK ENVIRONMENT**

The Facilities Manager must be able to perform the essential functions of the position, with or without reasonable accommodation.

- Ability to lift and carry up to 50 pounds.
- Ability to stand, walk, climb ladders, access rooftops and mechanical spaces, and navigate all areas of campus.
- Ability to work indoors and outdoors in varying weather conditions.
- Ability to respond to campus emergencies outside regular business hours, including evenings, weekends, and inclement weather events.
- Requires regular visibility and active engagement throughout campus.

### **BENEFITS:**

A comprehensive package of benefits is offered including three medical plan options, dental plan, vision plan, life insurance, accidental death and dismemberment (AD&D) insurance, long-term disability (LTD) insurance, 403(b) retirement plan with substantial employer contributions, health savings account (HSA), flexible spending account (FSA), employee assistance program (EAP), and generous paid sick leave and paid holidays. Bellarmine also offers a tuition remission (discount) program for employees' children.