

# THE MARIANIST PROVINCE OF THE UNITED STATES – MEG DRAFT

## POSITION DESCRIPTION

**TITLE:** Director of Facilities

**FLSA:** Exempt

**Reports To:** Assistant for Temporalities

**Location:** Mount Saint John, Dayton, OH

**GENERAL SUMMARY:** The Director of Facilities exercises overall management of Marianist Province property and management of staff for Mount Saint John. The Director's responsibilities include overall facility planning including the development of cost studies, supervision of construction, and the development of proposals for effective use of facilities. Key areas of operations are supervisor of maintenance and grounds, preventive maintenance, ordinary repair, renovation, outdoor aesthetic elements, life safety, and regulatory compliance.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. Manage grounds staff, vehicles and equipment, energy management system, maintenance and scheduling of campus facilities.
2. Assist Marianist communities with capital projects, planning and bidding for capital projects. When necessary, supervise outside contractors in renovating and remodeling projects.
3. Manage policies regarding risk management and safety issues.
4. Meet regularly with the Assistant for Temporalities to discuss updates.
5. Develop an annual operating budget for Mount Saint John facilities.
6. Identify and implement cost-saving and energy efficiency/renewable energy measures.
7. Maintain familiarity with local ordinances, insurance, and safety requirements to ensure overall compliance of the Mount Saint John property. Serve as a liaison with all public utilities serving the Mount Saint John property. Act as coordinator of federal, state and local code requirements and reporting (e.g., EPA, OSHA, MSDS, building codes, etc.).
8. Negotiate and implement contracts, including project timeline, building plans, architectural drawings, bid requirements, and safety and inspection requirements for construction and repairs on the Mount Saint John property.
9. Take advantage of technical advancements by attending continuing education opportunities, virtual or in-person, in the fields of mechanical, electrical, heating, ventilating, air conditioning, solar, and utility systems that serve the Mount Saint John property.
10. Attend scheduled meetings as a member of the Mount Saint John Campus Council.

### **QUALIFICATIONS**

- Bachelor's degree in Facilities Management, Engineering, Construction Management, or a related field (required). Certifications such as IFMA or OSHA are a plus.
- Minimum of 5–7 years of experience in facilities management, with at least 3 years in a supervisory role. Experience in a religious or nonprofit setting is preferred.
- Proven leadership experience in facilities or property management.
- Strong knowledge of building systems, landscaping, custodial services, and safety protocols.
- Excellent communication, organizational, and critical thinking skills.
- Commitment to the mission and values of the Marianist Province of the U.S.

## **DECISION MAKING AUTHORITY**

The Director of Mount Saint John Facilities is accountable to and reports to the Assistant for Temporalities. He/she has the authority to implement plans for Province facilities once approved by the Assistant for Temporalities.

The Director of Mount Saint John Facilities has the authority to hire, supervise, dismiss, and evaluate staff members of the Mount Saint John Facilities Department with the approval of the Human Resources Director.

## **PHYSICAL DEMANDS**

- Work is in an indoor and outdoor setting.
- Must be able to manage, lift objects and or materials of up to 50 pounds.
- Must be able to use telephone (hear and speak) and use a computer and other electronic equipment.
- Must be familiar with both mechanical and landscaping equipment.

## **REASONABLE ACCOMMODATIONS**

Lifting up to 50 pounds is essential for this position. Lifting weights above fifty pounds may be accommodated by seeking help from another co-worker. Remainder of the physical demands listed above are essential to this position for which no reasonable accommodation can be made.

## **SIGNATURES**

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee:

Date:

Supervisor:

Date:

Job descriptions are not intended, nor should be construed, to be all-inclusive lists of all responsibilities, skills, efforts or working conditions associated with a job. While this job description is intended to be an accurate reflection of the job requirements, management reserves the right to modify, add or remove duties from particular jobs and to assign other duties as necessary.

## **Salary and Benefits**

**Competitive salary and benefit package includes medical, dental, vision, life, LTD, 403B, thirteen paid holidays, and generous paid time off.**

**For consideration, please email your resume, two letters of recommendation, and cover letter to [megarcia@sm-usa.org](mailto:megarcia@sm-usa.org)**