



Job Title: Head of Facilities and Maintenance

Location: St. Michael Catholic High School, Fairhope, Alabama

Position Summary

St. Michael Catholic High School seeks a passionate, mission-focused leader to serve as a full time Head of Facilities and Maintenance. This role supports the school's mission of forming students into *scholars, leaders, and disciples of Jesus Christ*.

The ideal candidate will bring a strong background in facility maintenance, ideally in a school or similar institutional setting. They will be effective communicators and relationship builders, positively engaging with vendors, students, staff and parents, to cultivate a culture of excellence and connection.

Furthermore, the instructor promotes and embodies the school's core values, represented by the acronym S.W.O.R.D.:

- Service – Growing in service to God and others (1 Peter 4:10)
 - Wisdom & Optimism – Embracing humility, joy, and Christ-centered hope (Proverbs 3:13; Philippians 4:4)
 - Responsibility – Demonstrating accountability to God and others (Romans 14:12)
 - Discipleship – Living and sharing the teachings of Jesus Christ (John 13:35)
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Key Responsibilities

Facility & Grounds Management

- Direct and oversee the maintenance, repair, and overall upkeep of all school buildings, classrooms, athletic facilities, and outdoor common areas.
- Manage key building systems, including HVAC, electrical, plumbing, security, fire safety, and access control systems.
- Oversee the care and appearance of landscaping, athletic fields, irrigation systems, and parking areas.
- Ensure the campus is prepared for seasonal changes and weather-related events, including storm preparation and recovery

Team Leadership & Supervision

- Recruit, train, schedule, and supervise maintenance, custodial, and groundskeeping personnel.
- Foster a collaborative, respectful, and productive team culture.
- Coordinate staffing coverage for school operations, evening events, weekend athletic competitions, and summer programs.

Operations, Safety & Compliance

- Ensure compliance with all applicable local, state, and federal building codes, safety regulations, and OSHA standards.
- Maintain records of inspections, permits, certifications, and service histories for equipment and facilities.
- Serve as a key member of the school's safety and emergency response team.
- Develop and oversee a comprehensive preventative maintenance program to maximize the lifespan of campus assets.

Vendor & Project Management

- Establish and manage relationships with external contractors and specialty service providers.
- Solicit and evaluate competitive bids for repairs, maintenance projects, and capital improvements.
- Oversee major campus renovation and construction projects, serving as the primary liaison between the school and contractors.

Budgeting & Inventory Management

- Monitor expenditures and ensure cost-effective use of resources.
- Maintain inventory of tools, equipment, machinery, and maintenance supplies, ensuring all items remain in safe working condition.

Qualifications & Experience

Required Qualifications

- Minimum of five (5) years of experience in facilities management, building maintenance, construction management, or a related field, preferably in an educational or institutional setting.
- Strong working knowledge of commercial HVAC, electrical, plumbing, and structural systems.
- Ability to lift up to 50 pounds, climb ladders, work in confined spaces, and stand or walk for extended periods.
- Availability to respond to after-hours campus emergencies and work occasional evenings or weekends as needed.

- Successful completion of a comprehensive background check and all required Diocesan Safe Environment/Youth Protection training.

Preferred Qualifications

- Bachelor's degree, technical school certification, or relevant professional certifications.
 - At least two to three (2–3) years of supervisory experience managing maintenance, custodial.
 - Appreciation for and support of the mission, values, and community of a Catholic secondary school.
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Work Schedule and Benefits

- Full-time, Monday–Friday, plus scheduled events
 - Health, dental, and vision insurance
 - Paid time off
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How to Apply

Join us in nurturing a community where education meets formation, preparing students to make a positive impact in the world.

Please send a resume and cover letter to Dr. Andrea Williamson, Principal, at andrea.williamson@stmichaelchs.org. Applications will be accepted until the position is filled.

St. Michael Catholic High School is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or any other legally protected status.

Scholars • Leaders • Disciples of Jesus Christ

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