



Divine Savior Holy Angels High School



Divine Savior Holy Angels High School (DSHA) is a Catholic college preparatory high school for young women that excels at developing the whole person. Sponsored by the Sisters of the Divine Savior and grounded in their mission to make known the goodness and kindness of Jesus Christ, we develop our students into capable young women of faith, heart and intellect who accept the gospel call to live lives that will make a difference.

We are proud to announce that we were recently recognized as one of the **Best Places to Work** in Milwaukee and invite applications from highly motivated and qualified individuals for a leadership role.

We offer a competitive salary and benefits package that includes a full tuition discount for full-time employees' daughters who attend DSHA.

Open Position:
FACILITIES DIRECTOR – FULL TIME

Job Start Date:
Immediately

Application Closing Date:
This posting will remain active until the position is filled.

Equal Employment Opportunity:

DSHA practices equal employment opportunity as part of an ongoing commitment to diversity in our school.

Job Summary:

Oversees all phases of the physical area of Divine Savior Holy Angels High School to include short and long-term planning, implementation of directives, coordinating in-house and contracted services relating to facilities maintenance and staff responsibilities.

Essential responsibilities that the Facilities Director will be required to perform:

- Manages the daily operations of facility maintenance and custodial staff.
- Creates short and long-term facility plans to ensure safety and upkeep of the building and surrounding grounds.
- Evaluates and hires external suppliers and contractors needed for specific facility operations. Manages and implements developed plans utilizing both the internal and external maintenance resources.

- Develops the operating and capital budgets as related to facility expenses. Prepares alternatives by repairing equipment instead of replacing.
- Manages and coordinates event set-up, allocating resources as needed.
- Acts as liaison with Sisters of the Divine Savior (SDS) regarding SDS facilities and grounds upkeep.
- Provides leadership for school security systems, including camera and access control systems.
- Manages and oversees regular staff meetings.
- Ensures OSHA standards are maintained and events are tracked as required by law.
- Offers training on new equipment, changing procedures or general updates as required by law.
- Maintains appropriate procedural documentation and necessary manuals for repairs and operation of necessary equipment.
- Manages and coaches employees and the work flow and production assignments of the DSHA maintenance department to ensure standards are maintained.
- Supervises personnel, to include work allocation, training, and problem resolution, evaluating performance and making recommendations for personnel actions according to the personnel handbook and in collaboration with the senior management team.

The successful Facilities Director will possess the following experience and qualifications:

A high school diploma or a GED *and* five to seven years of progressive experience in facilities management are required. Additional training is desired; HVAC, electrical, etc.

Effective oral and written communication skills are essential. The ability to use power and hand tools is necessary. Incumbent should have intermediate computer skills to include MS Office software, the internet and a facility maintenance package. The ability to read blueprints, spreadsheets and calculate measurements is required. The ability to organize activities and allocate manpower is necessary to maintain efficient operations. The ability to operate in an ever-changing environment with ever-changing deadlines and priorities is essential. Ability to develop, plan, and implement short- and long-range goals is required. Skills in budget preparation and fiscal management are essential. Employee development and performance management skills are essential.

How to Apply:

Interested parties should **email** a letter of interest, resume, contact information for three references and salary requirements to:

Brook Mayborne,
 Director of Human Resources
MayborneB@dsha.k12.wi.us

Visit www.dsha.info to learn more about Divine Savior Holy Angels High School.

Only applicants who advance to an interview will be contacted.