



**CENTRAL  
CATHOLIC**  
HIGH SCHOOL

*Men of Faith, Men of Scholarship, Men of Service*

**CENTRAL CATHOLIC HIGH SCHOOL**  
**4720 Fifth Avenue**  
**Pittsburgh, PA 15213**

**Position Description**  
**Assistant Director of Facilities and Maintenance**

**Mission Statement**

The Central Catholic Promise: To inspire boys to become Men of Faith, Men of Scholarship, Men of Service.

Central Catholic High School, a college preparatory school for boys, is guided by the educational principles of St. John Baptist de La Salle.

The school strives to provide a challenging, relevant, and diverse program of studies and extracurricular activities in an environment that fosters a life of faith and learning and develops leaders rooted in the Gospel values of integrity, respect, service, justice, and peace.

**Assistant Director of Facilities and Maintenance Position Overview:**

The Assistant Director of Facilities and Maintenance assists in the day-to-day operations of the maintenance department, including all areas of campus and the physical plant of Central Catholic High School. The Assistant Director of Facilities and Maintenance ensures this is done efficiently and in a safe manner. The Assistant Director of Facilities and Maintenance looks for ways to improve the maintenance department processes and maintains high standards for the physical plant as established by CCHs Administration. The Assistant Director of Facilities and Maintenance also assists the Director of Facilities and Maintenance in creating, maintaining, and keeping a rolling five-year strategic maintenance and capital plan for the facility. The Assistant Director of Facilities and Maintenance assists the Director of Facilities and Maintenance as the school liaison for all third-party vendors, including janitorial services and maintenance services who may perform nightly services as well as services for special events.

**Reports to:** Director of Facilities and the President.

**Direct Reports:** None.

**Status:** Full-time, 12-month per year, exempt position.

**Responsibilities:**

- Assists in monitoring and managing all third-party expenses of the department to ensure the most effective use of budgeted funds. Review and approves all expenditures.
- Ensures the physical plant and all facilities on the campus are in good condition and working properly.
- Assist in overseeing maintenance of buildings, water systems, electrical systems, and grounds.
- Assist in monitoring “maintenance” email for all repair requests.
- Assists in creating and implementing a maintenance schedule to provide a high standard of safety, cleanliness, and efficiency.
- Assists in maintaining an accurate and up-to-date inventory of all equipment and supplies used in the maintenance/facilities department.
- Assists in weekly walk throughs of all areas and proactively addresses any issues that develop.
- Assists in maintaining a log/record of all buildings on campus by room number/name with all relevant data to ensure ongoing maintenance and upgrades and routine maintenance is performed.
- Helps keep all applicable permits on file and ensures compliance with timely renewals.
- Assists in preparation of an annual budget in collaboration with the Vice President of Finance and Business Operations and the Controller.
- Assists in all capital improvement projects and other maintenance projects and represents the best interests of Central Catholic throughout the term of the work.
- Attends weekly Facilities Committee meetings as requested by the President.
- Assists with setting up/cleaning up at all school events when necessary (i.e. Advancement events, Commencement, etc.).
- Assists with snow removal under 3 inches of accumulations on sidewalks and campus steps during school hours when necessary.
- Assists in offering input concerning all security upgrades, expansions, etc. (i.e. Blue Point system).
- Acts as secondary contact for all campus emergencies using the “call in” as a guide.

In addition to the specific roles and responsibilities noted in the position description, the Assistant Director of Facilities may, from time to time, be asked to assist other department employees and/or lead projects, tasks, and activities at the discretion of the Director of Facilities and the President.

**Position Requirements:**

- Minimum of a High School Diploma (Trade Certification/Associate’s Degree preferred).
- Openness and willingness to learn and live out the Lasallian Charism and mission of Central Catholic.
- Be able to work from the hours of 6 am to 2 pm.

- Excellent Organizational Skills
- Excellent written and oral communication skills
- The ability to work with a diverse community of teachers, staff and students.
- Must be able to lift up to 50 lbs. for packages, materials delivered, etc.
- According to both State and Diocesan requirements, all employees must file Criminal Record, Child Abuse, and FBI clearances with the school. In addition, new employees must complete the Mandated Reporting training and a Protecting God's Children session.

**Additional Benefits of Working at Central Catholic High School:**

- Opportunity to be a part of a mission driven community.
- Ranked the top college prep high schools in the Pittsburgh region by Niche.
- Pittsburgh Post-Gazette Top Places to Work 2018
- Opportunity to be a part of a dynamic team which is in the midst of preparing for the 100<sup>th</sup> anniversary of the school.
- Free Parking in Oakland
- Professional Development opportunities, both professional and spiritual

**Resume and cover letter should be sent to:**

[hr@centralcatholicshs.com](mailto:hr@centralcatholicshs.com)

Debbie Rhoads  
Vice President of Finance and Administration  
Central Catholic High School  
4720 Fifth Ave  
Pittsburgh, PA 15213