



## Facility & Transportation Manager Job Description

**Job Title:** Facilities Manager

**Organization:** St. Anthony Catholic School

**Location:** Show Low, Arizona

**Employment Type:** Full-Time, Exempt Compliance: Ensure all drivers maintain proper licensing (*CDL where applicable*) and complete required safety training and drug testing.

### Job Summary

The Facility & Transportation Manager ensures a safe, clean, and welcoming environment for students, staff, and visitors while supporting the mission of Catholic education. This leadership role oversees all aspects of building/grounds maintenance, custodial management, and school transportation services for our PreK-8 facility. Reports directly to the principal.

### Key Responsibilities

#### 1. Facilities & Grounds Maintenance

- General Upkeep: Perform and coordinate skilled and semi-skilled repairs including minor plumbing, electrical, and carpentry. Manage 3rd party service contracts as needed.
- Preventative Maintenance: Develop and execute long-term maintenance schedules for HVAC, fire safety, and security systems.
- Grounds Care: Maintain exterior walkways, playgrounds, and landscape to ensure campus safety and curb appeal. Negotiate & manage 3rd party maintenance agreements as needed.
- Safety Compliance: Ensure the facility meets all federal, state, and local safety codes, including OSHA standards.

#### 2. Cleaning Crew Management

- Staff Supervision: Hire, train, and manage custodial staff or contracted cleaning services to ensure high standards of sanitation in classrooms, restrooms, and common areas.
- Inventory Control: Monitor and order all janitorial supplies, ensuring chemicals are stored according to MSDS regulations.
- Event Support: Coordinate setup and teardown for school liturgies, athletics, and special events.

#### 3. Transportation Oversight

- Fleet Management: Manage the maintenance, registration, and routine safety inspections for all school-owned vehicles and buses.
- Compliance: Ensure all drivers maintain proper licensing (*CDL where applicable*) and complete required safety training and drug testing.
- 3rd Party Contract Compliance (*if used*): Ensure the third-party provider adheres to all terms, including routing efficiency, driver qualifications, and fleet maintenance standards.
- Scheduling: Coordinate bus routes for daily transit and schedule transportation and provide support for field trips and extracurricular activities.

(cont.)



**Qualifications**

- Faith: Active, practicing Roman Catholic in good standing with a strong commitment to the mission of Catholic education (*preferred*).
- Experience: 3-5 years of experience in facilities management, custodial supervision, or a related trade.
- Skills: Proficient in Google Workspace; strong communication and organizational skills; ability to lift 50+ lbs.
- Requirements: Valid driver’s license (*CDL preferred*); ability to pass a background check and complete Safe Environment Training.

**Compensation**

Salary and benefits commensurate with experience.

**To Apply**

Please submit a cover letter, resume, and letter of reference to: [byorksmith@stantschool.org](mailto:byorksmith@stantschool.org)

*St. Anthony Catholic School is an equal-opportunity employer committed to a diverse workforce within the context of our Catholic mission.*