

**Job Posting Form**  
**Bishop Timon St. Jude High School**

Date Posted: 08/16/2017

Send resume to: Vincent Grizanti at: [vgrizanti@bishoptimon.com](mailto:vgrizanti@bishoptimon.com)

Type of Employment: Summer:  Part-Time:  If part-time, # of hours per week \_\_\_\_\_ Full-Time:

Job Title of Open Position: Facilities Director

Salary: Commensurate upon experience/education Salary will be:  hourly  other

Employer: Bishop Timon St. Jude High School Department Facilities Management

Location Address: 601 McKinley Parkway, Buffalo, NY 14220

Employer website: www.bishoptimon.com

**Brief Job Description**

Normal work hours are M-F (6am –3pm); must be flexible to also cover events and emergencies on weekends & evenings, and repairs after hours. Directly responsible for carpentry, masonry, electrical, plumbing, painting, groundskeeping, roofing, heating, other minor repairs and system PM on a daily basis; coordinate major repairs through outside vendors (contractors) and the Director of Finance

**Qualifications: Required Education/Experience**

- Working knowledge and experience in boiler systems, HVAC, plumbing, electrical, grounds keeping, carpentry, painting, masonry and light vehicle maintenance.
- Degree preferred, or a minimum of 4 years equivalent experience in facilities management and the trades.
- Must have a valid driver's license.

**Desired Skills**

- Must have good management, communication, supervision and writing skills.
- Working with PC Word Processing, work order logs and spreadsheets is required.
- Needs a working knowledge and experience in boiler systems, HVAC, plumbing, electrical, grounds keeping, carpentry, painting, masonry and light vehicle maintenance.

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than **Until position filled**