

# EMPLOYMENT OPPORTUNITY AT VILLANOVA PREPARATORY SCHOOL

Villanova Preparatory School, a private, co-ed Catholic Augustinian college preparatory school located in beautiful Ojai, California, is seeking an experienced Director of Admission for the 2022-23 academic year. Villanova Preparatory School, operated under the ownership of the Order of St. Augustine in California and is an International Baccalaureate school accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges. The school attracts highly talented and highly-motivated students seeking a quality educational experience rooted in the Catholic Augustinian tradition.

## ASSISTANT DIRECTOR OF FACILITIES

Villanova Preparatory School is seeking an Assistant Director of Facilities.

The Assistant Director of Facilities helps to ensure that the School's physical plant is operated in a safe and well maintained state; assists in the planning, organizing, and administering of facilities improvement and modification plans; and serves as the school's transportation coordinator.

Reports to the Director of Facilities

Desired Qualifications:

- General knowledge of heating, lighting, ventilation, air conditioning, refrigeration and other mechanical equipment and the methods, tools, materials, terminology, maintenance, and repair of such equipment
- Ability to determine staffing, materials, and equipment needs for various maintenance and repair projects, and direct the work of skilled and semi-skilled staff
- Ability to perform a variety of physical tasks in a professional and efficient manner
- Communicates with goodwill, tact, and professionalism and exhibits an overall commitment to the teamwork required to enhance and maintain a welcoming community
- Ability to read, interpret, and work from blueprints, manuals, diagrams, and operating procedures at a level sufficient to satisfactorily perform the duties of the job
- Working knowledge of basic computer hardware/software operation including Microsoft Office applications and/or Google document applications
- Is available on-call for emergency situations arising during non-working hours and on weekends

Responsibilities:

### General

- In coordination with the Director of Facilities, ensures that facilities and grounds are continually maintained in good working order with no deferred maintenance
- Ensures the availability of necessary equipment and supplies for maintenance and custodial use
- In conjunction with the Director of Facilities, prioritizes and schedules the daily tasks of the maintenance staff
- Completes timely corrective repairs and preventative maintenance on a regular basis
- Coordinates and directs the physical set-up and tear-down of equipment for events

- Assists in the preparation of periodic reports concerning the condition of school facilities
- Assists with the long term direction for overall maintenance programs
- Makes recommendations for facility improvements and repairs, including new and unique ideas
- Contributes to the financial health of the school by ensuring conservation of and careful allocation of school resources
- Exhibit integrity and the highest ethical standards in all relationships
- Demonstrates knowledge of and commitment to Villanova's mission and values and their relationship to the department's work.

#### Staff supervision

- Assists in the supervision and direction of maintenance staff
- Ensures staff compliance with established maintenance and custodial procedures and policies
- Provides input on the performance evaluations of maintenance staff
- Collaborates with Director of Facilities to improve the work environment
- Ensures shop and work areas are maintained in a safe and sanitary condition
- Emphasizes team safety to minimize accidents and work-related illness
- Actively listens to staff concerns and provides feedback, recognizes and celebrates exceptional performance, and takes corrective action to improve poor performance
- Provides effective management of conflicts which may arise between team members from time to time

#### Transportation

- Supervises preventative maintenance and required repairs of School owned motor vehicles.
- Coordinates the scheduling of use of all school owned vehicles

Please submit cover letter with complete resume and 3 references to:  
 Nancy Ventura, Director of Financial Affairs  
 nventura @villanovaprep.org  
 (805) 646-1464 ext 125