



**Archbishop Mitty High School
Facilities Manager
Position Description**

Department: Maintenance & Facilities
Reports to: Assistant Principal

Archbishop Mitty High School (AMHS) invites applications for the Facilities Manager. Located in the heart of Silicon Valley, we are a Catholic, co-educational college preparatory that educates intellectually competent, just, faith-filled, respectful leaders. Honoring a 60-year legacy of Catholic education, AMHS is currently in an exciting era of transition. With new leadership and a deepened commitment to diversity and inclusion, AMHS is seeking a professional with strong facilities and construction project management skills to help manage our 24-acre campus physical plant and offsite facilities (such as adjacent Mise Park). This is an exciting opportunity for a candidate seeking to work in a dynamic school environment with a proven history of success and a deep base of support.

Essential Duties and Responsibilities

- Works directly with the Director of Maintenance to hire, oversee, and evaluate Maintenance, Custodial, and Grounds crews who will monitor and respond to the condition of all campus facilities including cleanliness, damages, repair, replacement, refurbishment, and maintenance.
- Provides project management for individual capital improvement projects as assigned by the Assistant Principal including budget, schedule, vendor and contractor procurement, planning, design, vendor coordination, construction, occupancy, and closeout
- Proposes and implements strategies to address various environmental concerns including: energy use, reduction of pollution and waste, recycling, building and facility design and upkeep, community education involvement in sustainability initiatives and practices
- Develop short term and long term planning goals and documents for future campus construction and remodels
- Solicits, reviews bids, and negotiates contracts with vendors in partnership with the Assistant Principal
- Oversee all related contracted services and vendors including architectural, engineering, construction and relocation services (including furniture procurement and installation)
- Oversee and manage schoolwide key lock system
- Supervise the maintenance of AMHS vehicles
- Participate in reviews with various local and regional government agencies

- Maintains current working knowledge of, and ensures compliance with, all applicable local, state, federal, and internal environmental laws and regulations
- Prepares the annual facilities budget and manages the facilities budget on an ongoing basis, including accurate tracking and forecasting expenditures in consultation with the Assistant Principal
- Attends Administrative Council meetings as needed
- Participate, as needed, in meetings of the Facilities and Finance Committees of the Board of Regents
- Works in partnership with the Catholic Diocese of San Jose for facilities-related needs

Desired Experience and Education

- A commitment to the mission and values of the school.
- Demonstrated awareness, experience, and competence in working with a diverse socioeconomic, multi-racial, and multicultural population.
- Facilities management experience in a similar environment including maintenance skills and construction
- At least five years of related experience in project management
- Experience in construction related industries is desirable but not required.
- Experience in the development and implementation of long range planning.
- Experience managing mid to large sized teams and projects.
- Ability to develop and maintain long term relationships and partnerships.
- Commitment to high standards in work quality with attention to detail and follow up.
- Ability to think creatively and make timely, proactive, effective, principles-based decisions.
- Proficiency in computer and online programs, databases, and platforms. This includes, but is not limited to, Google products and software, Workday, and MS Office suite, and facilities management software.
- Strong verbal communication and interpersonal skills to communicate effectively with all levels of staff and influence, both verbally and in writing.
- A Bachelor's degree in a related field is preferred.

Salary Range

\$105,000 - \$125,000

To Apply

Please send a resume, cover letter, and 2-3 references to [**careers@mitty.com**](mailto:careers@mitty.com) indicating "Facilities Manager" in the subject line of the e-mail. Archbishop Mitty High School offers a competitive salary and benefits. Inquiries will be treated confidentially and review of candidate files will begin immediately.

Application Deadline

July 20, 2025

Ensuring an Inclusive Community

In keeping with our mission that states we are all made in the image and likeness of God, Archbishop Mitty High School takes seriously our commitment towards ensuring a more inclusive environment for all. We welcome applicants from diverse backgrounds and experiences to help us support our desire to live our mission more fully. Archbishop Mitty High School is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, sex, religious affiliation, pregnancy, childbirth, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, genetic information, or any other category protected under federal or local law.