

## Immaculate Heart of Mary Catholic School Seeks Applicants for Facility Maintenance

Position	Parish Facility Manager
Position to Begin	July 1, 2018
Terms:	12 Months, Full Time
Salary:	Based on experience and qualifications
Qualifications:	Applicant must be able to perform duties for building and grounds maintenance, and to plan and schedule inspections, servicing, and repairs. Knowledge of mechanical, electrical, and hvac systems is desirable. Previous experience in a school environment is a plus.
Application:	To complete an application for a non-teaching position in the Diocese of Charlotte, please click <a href="#">here</a> .
Application & Resume sent to:	Mr. Greg Roberts, Principal Immaculate Heart of Mary Catholic School 4145 Johnson St. High Point, NC 27265 <a href="mailto:groberts@ihm-school.com">groberts@ihm-school.com</a>
Additional Expectations	<ul style="list-style-type: none"> <li>• Must work to support a Catholic environment.</li> <li>• Collaborate in a team situation to support church, parish life, and school operations.</li> <li>• Coordinate facility maintenance, repairs, and improvements.</li> <li>• Be familiar with facility use schedules, current operational procedures and codes, and safety requirements.</li> <li>• Execute contract agreements for services with outside vendors.</li> <li>• Assist with managing the facilities budget, including material and supply purchases.</li> </ul>