

C O L L E G E O F
SAINT MARY

Assistant Director, Facilities

College of Saint Mary is seeking candidates for an Assistant Director of Facilities. This position supports the Director of Facilities in the oversight of campus maintenance operations, project coordination, and day-to-day facilities execution across an urban campus of 14 buildings and 64 acres.

Our Ideal Candidate's Education and Experience Include:

- High school diploma or equivalent; post-secondary trade school certificate/diploma required
- Building maintenance or construction related trade experience of three years or more required
- Valid U.S. driver's license required
- City of Omaha Stationary Engineer's License (Grade 3 or higher) strongly preferred; required within 12 months of hire
- OSHA 30-Hour General Industry certification preferred; required within 12 months of hire
- State of Nebraska Pool Operator's License required, or ability to obtain within a reasonable timeframe upon hire
- Ability to lift and carry items weighing 50 pounds.

Responsibilities for This Position Include:

- Responsible for the day-to-day operation and maintenance of boilers, chillers, air handling systems, and other central plant equipment
- Supports the maintenance and monitoring of HVAC (Heating, Ventilation, Air Conditioning) systems across campus buildings
- Responsible for the operation and maintenance of swimming pool systems
- Supervises General Maintenance positions and coordinates daily work assignments
- Actively performs skilled maintenance, repair, and troubleshooting work alongside the General Maintenance team, serving as a working supervisor and technical resource in the field
- Ensures compliance with OSHA standards and safety policies in all maintenance operations
- Provides project coordination support for facilities-related initiatives
- Participates in emergency response efforts
- Responsible for the grounds, snow removal, and seasonal operational of campus

Why You Want to Be on This Team:

- You would be a part of a Mission-centered team, who work together to serve our community.
- You would enjoy full-time benefits including health insurance, paid time off, tuition remission programs, 403(b) with employer match, employee wellness time, and more!
- CSM is committed to supporting the work-life balance of its faculty and staff.

Application

Please have a resume, cover letter, and contact information for three professional references, including one supervisor, ready to upload during the application process.

Please apply using the following link: [Assistant Director, Facilities](#)

College of Saint Mary is a Catholic university providing access to education for women in an environment that calls forth potential and fosters leadership. The University is an equal employment opportunity employer and does not discriminate against employees or job applicants on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, marital status or any other status or condition protected by applicable laws, except where a bona fide occupational qualification applies.