



Pittsburgh Theological Seminary
Position Announcement

Director of Facilities

INSTITUTIONAL SUMMARY

Founded in 1794, Pittsburgh Theological Seminary is a graduate theological school of the Presbyterian Church (U.S.A.). Our faculty and educational resources cultivate theologically reflective and contextually engaged Christian leaders. Our programs nurture vocational formation for a student body comprised of Presbyterians, Baptists, Methodists, Episcopalians, Orthodox, and more than 20 other traditions from more than 30 U.S. states and countries around the world.

POSITION SUMMARY

The Director of Facilities provides strategic and hands-on leadership for the operation, maintenance, and safety of Pittsburgh Theological Seminary's buildings, grounds, and campus infrastructure. Overseeing maintenance, custodial services, security, grounds, and mailroom operations, the Director ensures that the campus is safe, welcoming, functional, and well-maintained in support of the Seminary's mission and community. In collaboration with Seminary leadership and departments across the institution, the Director leads Facilities staff, manages departmental budgets and resources, oversees preventive maintenance and capital improvement projects, and coordinates external vendors and service providers to ensure responsive, efficient, and effective facilities operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Facilities Operations & Maintenance

- Manage daily maintenance, repairs, work orders, and preventive maintenance for campus buildings and grounds.
- Inspect facilities for safety, cleanliness, and functionality.
- Maintain HVAC, boilers, plumbing, electrical, lighting, appliances, locks, and building systems.
- Establish maintenance procedures and service standards.
- Coordinate facilities services with campus departments.

Grounds, Vehicles & Equipment

- Manage grounds maintenance, snow and ice removal, and seasonal operations.
- Maintain Facilities vehicles, tools, and equipment.
- Operate vehicles and equipment and obtain supplies and materials as needed.

Staff Leadership

- Supervise and evaluate Facilities staff, including maintenance, custodial, security, and mailroom teams.
- Hire, train, schedule, assign, and manage staff and work-study employees.
- Promote accountability, teamwork, customer service, and safe work practices.
- Maintain a hands-on role in Facilities operations.

Safety & Compliance

- Manage safety, preventive maintenance, risk management, and emergency preparedness.
- Ensure compliance with health, safety, environmental, accessibility, fire, and other regulations.
- Coordinate inspections, audits, emergency drills, fire safety, and asbestos management.
- Respond to facilities emergencies and coordinate with emergency services.

Budget & Resources

- Manage the Facilities operating and maintenance budget.
- Purchase supplies, equipment, tools, and contracted services.
- Manage inventory and identify cost-saving opportunities.
- Support capital planning and equipment replacement.

Projects & Vendors

- Manage capital projects, renovations, facility planning, and sustainability initiatives.
- Coordinate architects, engineers, contractors, and service providers.
- Monitor project scope, schedules, costs, and quality.
- Manage vendor contracts and performance.

Communication & Campus Service

- Serve as the primary Facilities liaison to Seminary leadership and the campus community.
- Respond to facilities requests and communicate maintenance, building, emergency, and project needs.
- Provide required reports and operational information.
- Support campus security needs during working hours.
- Promote a responsive, service-oriented Facilities team.

SKILLS AND QUALIFICATIONS

- Strong knowledge of facilities operations, building maintenance, repair, and preventive maintenance practices.
- Working knowledge of HVAC systems, heating and air conditioning maintenance, plumbing, and other building systems.
- Demonstrated ability to supervise staff, coordinate departmental operations, and manage competing priorities.
- Strong organizational, problem-solving, and project management skills.
- Ability to manage budgets, procurement, vendors, and maintenance resources effectively.
- Knowledge of applicable safety standards, regulatory requirements, and emergency preparedness practices.
- Ability to lift objects weighing up to 50 pounds.
- Visual and auditory abilities necessary to perform essential job functions.
- Valid driver's license.

EDUCATION/TRAINING/EXPERIENCE

- Bachelor's degree in Facilities Management, Construction Management, or a related field.
- Minimum of ten (10) years of experience in facilities management, building maintenance, or related positions.
- Working knowledge of heating and air conditioning maintenance, plumbing, and building systems.
- Demonstrated experience coordinating facilities operations, maintenance, and repairs.
- Experience managing operating budgets, capital projects, and external vendors.

WORK ENVIRONMENT

- On-site position at Pittsburgh Theological Seminary, 616 N. Highland Avenue, Pittsburgh, PA 15206.
- Five days per week on campus, with occasional weekend visits and availability to respond to facilities emergencies as needed.
- The position requires walking throughout campus, working outdoors in varying weather conditions, operating equipment, and lifting objects weighing up to 50 pounds.

EQUAL EMPLOYMENT OPPORTUNITY

The Seminary affirms the commitment of the Presbyterian Church (USA) to a diverse workplace and equal opportunity. It also complies with all applicable federal, state and local laws and executive orders relating to equal opportunity in employment.

TO APPLY

Interested candidates should provide a cover letter, resume, and the names and e-mail addresses for three references. Application materials should be submitted to careers@pts.edu.

Applications will be accepted until the position is filled.

Pittsburgh Theological Seminary will conduct a background check on all final candidates. References will not be contacted until the final round of the hiring process and with the candidate's permission.