

Calvert Catholic Schools (CCS) is seeking a reliable, skilled, and proactive Director of Maintenance to oversee all maintenance, custodial, and grounds operations for the Madison Street campus. This role is responsible for ensuring that CCS facilities are safe, clean, well-maintained, and operational to support students, staff, and the broader community.

The ideal candidate is hands-on, self-motivated, and comfortable coordinating both daily maintenance tasks and larger repair projects with outside contractors.

The typical schedule for this position is full-time with normal work hours of Monday-Friday, 6:30 a.m. – 2:30 p.m. Occasional evenings and weekends may be required for snow removal or other special circumstances.

Education and experience requirements include a minimum of high school diploma or a minimum of two (2) years of experience in the maintenance field. Must successfully pass the required background check and all requirements of the Program for Child and Youth Protection prior to employment and maintain a satisfactory background check throughout employment.

The working environment may involve frequent lifting, working with heavy equipment standing for extended periods, and exposure to varying weather conditions and temperatures.

Interested candidates should email a resume, cover letter, and contact information for at least three (3) references to Jill L. Griffin, M.Ed., CFO, at jgriffin@calvertcatholic.org no later than 01/05/2026.