



Job Posting

Job Title: Campus Superintendent
Location: Cromwell, CT (In-Person)
Employment Type: Full-Time
Work Hours: 8:30 am – 4:30 pm, Monday–Friday (occasional weekends/on-call)
Salary Range: up to \$75,000 annual salary depending on experience
Reports to: Controller
Application Deadline: November 15, 2025

Job Summary:

Holy Apostles College and Seminary, Inc (HACS) in Cromwell, CT is seeking a reliable, skilled Campus Superintendent to join our facilities team. The ideal candidate will have experience in general trades such as carpentry, plumbing, electrical, painting, and HVAC. You will play a vital role in ensuring that our building and grounds remain in excellent condition to support our mission in forming servant leaders. The Campus Superintendent oversees, maintains, and upgrades the buildings and grounds of HACS, supervises facilities and ground with hands-on experience. Duties include general maintenance, managing inspections, preventive maintenance of boilers and other HVAC systems, seeking competitive bids from contractors for major projects, working collaboratively with the President-Rector, the CFO, or the Controller for contracts related to this area, and working collaboratively with other key staff members at HACS. The position is to be fulfilled in a respectful, constructive, and energetic style guided by the Charism and Mission of the College and Seminary and the Society of the Missionaries of the Holy Apostles.

Key Responsibilities:

Facilities & Maintenance:

- Perform general maintenance and repairs to buildings, facilities, and equipment (includes but not limited to plumbing, carpentry, electrical, and painting).
- Conduct preventive maintenance on boilers, HVAC systems, and other critical infrastructure.
- Maintain cleanliness and safety of maintenance areas, tools, and equipment.
- Support seasonal tasks such as snow removal, leaf clearing, and grounds upkeep.
- Respond to maintenance requests and emergencies in a timely, professional manner.
- Assist with event setup and breakdown across campus.
- Use of Facilities Services (wash, dry, fold, and organize linens used in guest accommodations. Clean and prepare guest rooms prior to arrival and after departure, including vacuuming, dusting, sanitizing bathrooms, and restocking supplies.)
- Maintain a safe work environment by responding to campus emergencies or issues involving safety, alarms, or trespassing (in coordination with the Assistant Dean of Seminarians).
- Oversee security issues and lockouts.
- Perform other duties as assigned.



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Contractor & Vendor Management:

- Schedule and oversee subcontractor work; negotiate vendor contracts.
- Coordinate with vendors: electricians, plumbers, HVAC techs, roofers, landscapers, snow removal, trash removal, janitorial staff, appliance repair, alarm/fire specialists, elevator service, etc.
- Obtain competitive bids for major repair or renovation projects.
- Oversee daily trash removal and school vehicle maintenance.

Inspection & Compliance:

- Ensure campus compliance with all safety and building inspections, including:
 - Fire Marshal, elevator, and building inspectors
 - Catholic Mutual Insurance and Fire & Water District
- Collaborate with inspectors and maintain necessary documentation.

Administrative Support:

- Manage work orders, vendor onboarding, procurement processes, janitorial supply order, and basic operations analysis.
- Collaborate with other departments, leadership and the Chair of the Board Facilities Committee.
- Provide typed updates to the Board Facilities Committee as requested.

Qualifications:

- High school diploma or equivalent.
- Minimum 3 years of experience in general building maintenance or trade work.
- Proficiency in carpentry, plumbing, electrical, and other general trades.
- Ability to troubleshoot and solve problems independently.
- Physical ability to perform manual labor and lift/move heavy objects.
- Flexibility to respond to occasional emergencies or after-hours issues.
- Valid driver's license and reliable transportation.
- Maintain a respectful, service-oriented demeanor in interactions with staff, faculty, students, and guests.

Preferred Qualifications:

- Trade certifications (HVAC, electrical, plumbing)
- Experience in school, seminary, or institutional maintenance roles
- Familiarity with Catholic or faith-based workplace culture



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- Strong organizational and communication skills
- Basic computer proficiency (e.g., Microsoft 365)

Benefits:

- Competitive pay based on experience.
- Health, Dental, Vision and Life insurance (if full-time).
- Paid time off and holidays.
- Opportunity to work in a mission-driven, supportive community.
- Retirement plan and up to 3% employer match.

Please submit your resume, a brief cover letter to ccgomez@holyapostles.edu.

HACS is an equal opportunity employer and welcomes applicants from diverse backgrounds.