



JOB DESCRIPTION

DEPARTMENT: Parish Office

REPORTS TO: Business Manager

POSITION TITLE: Director of Facilities and Maintenance

POSITION DETAIL: Full Time, Exempt

POSITION SUMMARY:

The primary purpose of the Director of Facilities and Maintenance is to manage the overall planning, organizing and directing of the maintenance and repair of the buildings and grounds. Ensuring that maintenance tasks are completed efficiently, within projected deadlines and budget. Optimize utilization of personnel and other resources.

EXPECTATIONS OF EMPLOYEE:

- Adheres to all policies, safety policies procedures and the core values of the Catholic Church
- Acts as a role model within and outside the organization
- Performs duties as defined, assigned and as workload necessitates
- Maintains a positive, respectful and highly communicative attitude and approach
- Maintains a demeanor that creates positive team atmosphere
- Consistently reports to work prepared to perform duties of position
- Manages time well and meets organization productivity standards
- Communicates openly and regularly with Church officials, supervisors and team members

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage and oversee daily upkeep of Parish Campus
- Manage repair and room set-up requests from staff
- Liaison to maintenance vendors of the parish; mechanical, electrical, grounds care, plumbing
- Maintain maintenance record of parish mechanical equipment
- Oversee annual inspections of mechanical, fire and safety equipment
- Assist in developing annual maintenance budget of parish
- Operate the maintenance program within budget guidelines
- Supervise maintenance and janitorial staff and manage outside vendors
- Develop and maintain regular maintenance schedule for staffing.
- Complete annual maintenance request from Building & Grounds Committee
- Complete annual maintenance listing from School Staff

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Assist as needed, special events
- Prepare monthly maintenance report
- Liaison to Building /Grounds, Safety and Parish committees for maintenance issues
- Attend beneficial training seminars
- Other responsibilities and duties as assigned

QUALIFICATIONS:

- High School diploma required, Associates degree preferred
- 5+ years' experience
- Excellent craftsmanship skills
- Ability to problem solve

- Excellent organizational skills required
- Proven ability to multi-task with frequent interruptions

WORKING CONDITIONS:

- Occasionally lift and/or move a minimum of 50 pounds in a typical business or office environment

LANGUAGE SKILLS:

- Excellent written, and verbal communication skills required
- Ability to read, analyze and interpret information

Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the Parish.