

Facilities Manager

JOB SUMMARY- The Facilities Manager (FM) is a full-time position responsible for all facilities and grounds upkeep. The facilities include church and school buildings on-campus and rectory. FM prepares and manages plans for both short-term and long-term maintenance with the Building and Maintenance Committee. FM establishes and monitors contracts for facilities (e.g., HVAC) and maintains the schedule of service. He performs some of the maintenance himself that will not void warranties, and assures that all is completed, overseeing the work of an assistant and the contractors. He is responsible for the overall security and housekeeping of the buildings. He handles emergencies for facilities. He will use the internet for scheduling, e-mail and product/service searches.

Full-time, exempt– 40 hours/week

Reports to Parish Administrator

Supervises Maintenance Technician

Working Relationships

- Parish Administrator (PA)- Provides recommendations for maintenance and service contracts, prepares and monitors maintenance budget, meets weekly with PA. Reports for direction, evaluation, time-off, etc.
- Pastor- FM will need to respond to direct requests from the pastor concerning the rectory and inform PA immediately.
- ECC Director- FM will need to respond to direct requests from the preschool director concerning the school.
- Maintenance Technician (MT)- FM is responsible to provide direction to the technician.
- Outside contractors - FM establishes, with PA and Building Committee if necessary, and monitors contracts. This includes regular monitoring of cleaning crew and scheduling necessary additional cleaning services.
- Building and Maintenance Committee – attend all meetings and interface with this group on projects and the development of a 5-year maintenance and capital projects plan to be reviewed and approved by the PA and Pastor.

Major Position Responsibilities

- Responsible for maintenance and upkeep of all buildings and grounds at St. Andrew including the rectory
- Develops and implements the programs of scheduled maintenance.
- Prepares recommendations for service contracts. Manages to assure correct execution of the contract.
- Monitors and enforces any warranty and contracted service agreements.
- Optimizes contracts for cost effectiveness across all parish buildings and

grounds.

- Authorizes maintenance work up to \$1000 within budgetary limits.
- Maintains stock of necessary supplies for maintenance and upkeep.
- Makes light to medium repairs as necessary for normal operation.
- Able to participate with the maintenance technician in minor repairs to buildings and appliances and regular maintenance.
- Assures compliance with all facility codes – fire code, inspections, etc.
- Accompanies inspectors and contractors as appropriate when they are on premises, or assigns MT if needed.
- Handles emergency situations both during and outside working hours along with the MT.
- Ensure proper event set up and breakdown of furniture and equipment along with MT.

Communication and Planning

- Train staff on correct usage of new equipment and controls when needed.
- Attend staff meetings and report facility maintenance and work schedules that may impact events.
- Establish a process manual and calendar of maintenance schedules and contractors/vendors/inspections for both the main property and the rectory.
- Use of Sharepoint and Outlook calendars, and parish facilities scheduler
- Maintain documentation of all facilities plans, blueprints, schematics, etc.

General Job Requirements

- Willing to work indoors and outdoors
- Ability to climb ladders and lift 40 lbs.
- Follow appropriate safety measures in all work.
- Working hours 8 am – 4 pm, Monday through Friday with flexibility based on needs and contractor scheduling.
- Successfully complete diocesan Safe Environment Training and background check

Experience/Educational Requirements

- 5+ years of building maintenance experience
- Project management experience with general contractor preferred
- Microsoft 365 proficiency
- HVAC certification and/or plumbing repair experience a plus