

**Saint Malachy Church
Facilities Manager
Job Description**

Position Title: Facilities Manager

Reports to: Church Pastor

Job Classification: Full time with benefits (health insurance, retirement plan, paid leave)

Pay: \$55,000 - \$65,000

Office Hours: Monday - Friday 8:30AM-5:30PM

Purpose/Vision: The Facilities Manager is responsible for the operations of all the physical facilities, including the church, rectory, and school. The Facilities Manager will provide oversight and general maintenance and repairs of all the Parish buildings, grounds, parking lots, equipment, building systems, security, and custodial routines: ensuring the facilities are fully operational, safe, clean and neat, and prepared for educating students, celebrating Mass and hosting ministry activities. The FM will oversee and perform basic maintenance/repairs for the Parish buildings, equipment (HVAC, electrical, plumbing, and mechanical) and act as church representative with outside contractors and inspectors coming onto the property or into the buildings.

Qualifications:

- Professing and practicing the Catholic Faith, or otherwise manifests a supportive attitude toward the faith.
- Commitment to living as a role model of the moral life, consistent with the teachings of the Catholic Church.
- Business Administration degree or related degree or 3-5 years of experience
- Strong understanding of building systems, including HVAC, plumbing, electrical, construction and mechanical systems
- Ability to perform minor repairs
- Experience with accounting principles, budgeting principles, and collecting and recording accurate data
- Possesses hiring, training, supervision, and evaluation skills
- Possesses planning, organization, collaborative, and communication skills both verbal and written, and able to negotiate contracts and agreements
- Proficient in computer skills
- Ability to climb a ladder, lift 50 pounds, bend, stoop, and stand for a long period of time
- Reside within 25 minutes of the church for quick emergency response
- Must be flexible and able to work evenings, weekends, and holidays if required

- Successful background check through the State Police, Department of Children and Family Services, and FBI
- Completion of Diocesan Safe Environment training

Essential Functions, but not limited to:

- Manages the Maintenance Staff including: hiring, training, supervision, job descriptions, and performance reviews
- Inspects weekly the buildings/grounds to identify and resolve maintenance and safety issues.
- Prepares weekly/monthly/Annual maintenance and cleaning schedules
- Develops annual expense budget for custodian wages, maintenance repairs and supplies, leases, contracts, and capital improvement
- Possesses knowledge of custodial supplies and cleaning methods and techniques
- Orders and receives supplies for the church and school
- Performs minor repairs throughout the facility
- Works with professional tradesmen during installations, repairs, and maintenance
- Coordinates and set up for events in the Hall and other rooms in the building
- Manages keyless entry system, security cameras, and key cards
- Oversees the operation of parish computer equipment and software with professional guidance
- Serves as a key member of the Buildings and Grounds Committee
- Reports periodically to Parish Council, Church Staff, and Finance Council, and attends other committee/council meetings appropriate to the position
- Works cooperatively with committee volunteers
- Processes proficiency in current technology and software
- Communicates and interacts with the following groups to determine the support the Facilities Manager can provide them for productive and effective use of their time to exceed their goals to fulfill the Mission of St. Malachy Parish. The groups include: School personnel, Business Manager, Faith Formation staff, Parish Nurse, and other parish organizations
- Negotiates contracts with suppliers, construction, and repair firms
- Manages larger projects to maintain our facilities and grounds
- Procures/manages contract for bids for building needs/repairs, maintains all the contracts and insurance documents associated with the contract
- Maintains contact information for fire, police, alarm/security systems, contractors, and vendors
- Oversees the scheduled use of the parish facilities and ensures all liability and maintenance needs are coordinated
- Collaborates with and advises the Pastor regarding updates on the building maintenance needs, personnel, communication and IT needs of the parish