

**St. Alphonsus Congregation  
Facilities Manager  
Job Description**

**SECTION I: JOB SUMMARY**

The Facilities Manager is a member of the Parish Staff and is responsible to the Director of Ministerial Support for the cleaning and maintenance of all parish buildings, parish grounds, and equipment. Major roles and tasks include: perform/oversee routine/preventive maintenance for major mechanical and electrical systems; arrange for outside contract services, as needed, with the approval of the Director of Ministerial Support, Finance and Pastor; supervise full-time staff, part-time staff, contractors, and volunteers during cleaning, maintenance, and repair projects. Snow removal and landscaping tasks are contracted services and will be performed on an as-needed basis. This is a full-time, exempt position. Occasional evening and weekend work is necessary

**Knowledge, Skills, & Abilities:**

**K: Knowledge**

- High school diploma or equivalent required.
- Bachelor's or Associate degree in facility management, building maintenance, etc. or equivalent experience preferred.
- Two years of supervisor experience required.
- Valid driver's license and good driving record.

**S: Skills**

- Excellent organizational, problem solving, trouble shooting and diagnostic skill.
- Professional working attitude and collaborative approach.
- Strong written and verbal communication.
- Understanding and application of mechanical, electrical, and plumbing systems.

**A: Abilities**

- Manage time efficiently and adjust work schedule as needs and situations arise. May include occasional evening or weekend work.
- Ability to take direction and work with minimal supervision.
- Self-motivated.
- Attentive to details.
- Comply with OSHA Safety and health rules.
- Ability to lift up to 50 lbs.

**SECTION II: JOB RESPONSIBILITIES**

**Collaboration**

Work closely with the Building and Grounds Committee and the Pastor for major needs and/or decisions to be made regarding all building, grounds and equipment matters. Work directly with the Director of Finance on matters pertaining to the parish budget and major expenditures for facility and equipment maintenance or repair.

**General Responsibilities**

1. Oversee the operation and maintenance of multiple building systems and activities including, but not limited to:
  - a) Electrical systems and infrastructure
  - b) Plumbing systems and infrastructure
  - c) HVAC systems
  - d) Flooring systems and care/replacement
  - e) Interior building finishes and painting
  - f) Minor Roofing repairs

- g) Doors, windows, wall systems and light systems
  - h) Security systems, fire alarms and building suppression
  - i) Housekeeping and sanitation activities in and around buildings
  - j) Parking lots, sidewalks and associated hardscape
2. Supervise landscape and snow removal contractors, communicating needs or changes to contract. Occasional supplementing may be needed.
  3. Manage facility, equipment and grounds projects from staff request, through budget approval, through vendor search, proposals, and contracting, to full implementation and completion of the project. These projects include, but are not limited to, those covered by the Love One Another campaign or paid under the FEMA Security Grant.
  4. Review contracts and pricing to ensure highest level of quality is provided based on price contracted; obtain quotes on services and contract with new providers, if necessary.
  5. Complete Work Orders submitted by staff and parishioners in a timely fashion and communicate progress and completion to the requestor.
  6. Oversee maintenance of parish vehicles.
  7. Confer with the Archdiocesan insurance representatives on matters pertaining to risk management and insurance. Represent the Parish in contact with Fire Department inspectors and food/sanitation inspectors, and the annual Archdiocesan insurance inspection.
  8. Manage department budget, including department expenditures, and assist the Director of Finance in preparation of the annual budget proposal based on the needs of the Parish.
  9. Act as Maintenance Purchasing Agent and order supplies and equipment
  10. Coordinate and oversee the implementation of Buildings & Grounds policies, recommendations and suggestions.
  11. Manage the building operations throughout the campus.
  12. Assist in the recruitment, utilization, training and support of parishioners who express interest in volunteering on the Building & Grounds committee and related projects.
  13. As needed, serve as back-up to custodial staff in cleaning up accidents by students and staff.

### **Supervisory**

1. Supervise and direct Custodial Department staff.
2. Oversee the seasonal workers and custodial staff in cleaning the entire School building (lights, walls, floors, carpeting) during the School summer break.
3. Oversee outside contractors and volunteers that maintain the grounds and make repairs to the buildings and equipment

### **SECTION III: WORKING CONDITIONS:**

The position of Facilities Manager requires that the individual will be working full-time. This position requires work in all buildings and throughout the entire grounds, and all necessary maintenance and repairs, as needed.

The position requires that the person hired be able to:

1. Move to and from all locations including stairs.
2. Ability to climb stairs/ladders and lift and carry up to 50 pounds.
3. Ability to walk, bend and stretch, stand for long periods of time, and work in tight and confined spaces; able to tolerate noise for extended periods of time.
4. Have good balance and eye-hand coordination.
5. Work in all weather conditions (cold, rain, snow, etc.).
6. Tolerate fumes from floor strippers, chemicals (grease traps), etc.
7. Work in solitude while completing responsibilities after dark.
8. Identify and understand the nature of asbestos and other hazardous materials.