

**Position:** Facility Manager      **Parish:** St. Elizabeth Ann Seton, Keller, Texas

**Employment Category:** Full Time      **Employment Type:** Salaried Exempt

**Supervisor:** Business Manager      **Pay Frequency:** Semi-monthly

General Description: Responsible for the effective, efficient and safe maintenance, renovation and upkeep of parish buildings and grounds. Main duties include supervising the preventative, routine and emergency maintenance and upkeep of the buildings and property for the church and school. Primary systems include HVAC, plumbing, electrical, security, fire safety, energy management, irrigation and grounds. Will supervise one or more maintenance employees and may supervise outside contractors. A working position; personally performs routine to mid-level maintenance functions.

*This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time and with or without notice.*

### **Possible Job Responsibilities**

Collaborates with the pastor, principal and/or business manager in developing a comprehensive plan to address the operational and maintenance needs of the parish buildings and grounds. Serves as a resource to the staff regarding building operations and maintenance.

Directs the implementation of the annual work plan regarding facility maintenance and upkeep. Supervises and/or performs required maintenance or contracts with others as appropriate. Evaluates the methods and procedures used in performing the maintenance and custodial duties and revises as necessary. Obtains bids and contracts for work, which is not done by staff; oversees fulfillment of contract terms.

Assures the routine operation of all facility/plant systems and equipment. Conducts periodic equipment maintenance checks as well as checking plumbing, electrical, drainage, time and security systems. Arranges for repairs as needed and/or notifies business manager when systems need to be replaced.

Coordinates safety and security procedures as well as specialized needs. Develops and implements procedures to address problems that arise within the facilities, consistent with parish and Diocese guidelines.

Maintains adequate inventory of custodial, maintenance and operational supplies. Purchases or rents supplies/equipment as necessary. Maintains operating manuals and serial numbers of equipment owned by the parish. Maintains and inventories parish tools and equipment. Maintains parish blueprints, maps, etc.

Coordinates the energy management program.

Prepares and submits budget for maintenance. Monitors expenses and authorizes expenditures within parish guidelines.

Maintains current level of knowledge and skills required to perform the job. Attends workshops and classes. Maintains membership/affiliation with appropriate professional organizations.

Supervises maintenance and custodial personnel in the parish and school. Participates in the recruitment and hiring process. Trains, motivates, supports, schedules and evaluates staff. Recommends discipline of staff as appropriate.

Assists the Pastor, Principal or Business Manager or their delegate in preparing information on major capital projects, including building renovation, remodeling or improvement. If project is approved, serves as the liaison between the parish or school and the contractor(s) and vendors in overseeing completion of work.

Respond to facility alarms, alerts and system failures.

Provide prompt response to requests and issues.

Coordinate annual inspection of facilities with Diocese Risk Management.

Ensure compliance with health and safety standards and industry codes.

Verify payment and invoicing match work performed and contract pricing.

Oversees parking program.

### **Qualifications**

High School diploma or GED.

Must have excellent interpersonal skills and familiarity with the Catholic Church as an organization. Must work effectively with and collaborate with the Pastor, Principal, parish staff and parishioners.

Minimum 5 years of experience with buildings and grounds or industrial facility maintenance.

Demonstrated supervisory experience and personnel management skills.

Ability to diagnose and perform routine to mid-level repairs. Certifications a plus.

Proficient in Microsoft Office; able to understand, learn and use technology-based systems.

Ability to work from ladders, adjust to height and close quarters, withstand heat and cold, good eye-hand coordination and flexibility. Ability to safely lift up to 50#.

Ability to operate equipment, owned and rented, to include backhoe and lifts; heights to 40'.

On-call availability for emergencies.