

Church of Saint Joseph
Facility Manager
Position Description

Title: Facility Manager

Status: Full-Time Exempt

Overview of position: To maintain parish facilities and grounds in a manner that provides a healthy and attractive environment for parishioners, students, staff, and visitors of the Church of Saint Joseph Parish facilities.

Responsibilities:

- 1) Maintain all parish facilities and equipment
 - a. Oversees and maintains all building heating and cooling systems: school, parish center, church, parish office and rectory.
 - b. Performs short- and long-term general maintenance as needed in all parish facilities
 - c. Schedule and perform cleaning tasks as needed throughout the parish facilities.
 - d. Ensure all facilities security. Ensure maintenance of alarm and security cameras and systems.
 - e. Research best practices for maintaining the various surface materials in the building and implementing them.
 - f. Perform routine of all ACBM in the building and complete required records.
 - g. Be aware of and follow OSHA, Bloodborne Pathogens, and Employee Right to Know regulations.
 - h. Maintain and Wind Parish Clocks.
 - i. Conducts monthly inspections and as needed on buildings, equipment, fire extinguishers, exit lights, etc. Keep records, if required on said inspections.
- 2) Parish Grounds
 - a. Oversee and maintain parking lots, steps, and sidewalks; keeping them clear of debris, snow, and ice.
 - b. Maintain fire lanes off College Ave and behind the parish center.
 - c. Snow removal around parish festival storage building in the new cemetery.
 - d. Maintain lawns, landscaping, and monitor sprinkler systems
 - e. Maintain playground equipment
- 3) Cemeteries
 - a. Oversee and maintain all cemetery properties lawn mowing, watering, irrigation systems, snow and ice removal from roads and sidewalks.
 - b. Supervise cemetery volunteers.
 - c. Attend monthly cemetery committee meetings.
 - d. Maintain all cemetery records.
 - e. Meet with parishioners/non-parishioners to sell them lots/crypts/niches.
 - f. Work with funeral homes and grave diggers, as needed.
- 4) Saint Joseph Catholic School- Maintenance
 - a. Maintain relationships with school maintenance team and school Principal.

- b. For all major school repairs and maintenance, communicate needs to the Building & Maintenance Committee and the Finance Council for budgetary purposes.
- 5) Committees
- a. Attend 4th of July meetings.
 - b. Attend Finance Council meetings
 - c. Attend all Building and Maintenance committee meetings. Coordinate projects with Building and Maintenance committee.
- 6) Miscellaneous
- a. Oversee the church cleaners and annual Spring church cleaning.
 - b. Maintain an adequate supply of custodial and maintenance supplies.
 - c. Maintain MSDS.
 - d. Setup parish events—may include evening and weekend work.
 - e. Maintain parish skid loader and lawn tractor—either personally or with a service.
 - f. Assist with annual Joetown Rocks Festival set up and take down.
 - g. Monitor dumpsters and order extra pickup as needed
 - h. Attend staff meetings.
 - i. Work with all contractors for any outside work, getting bids, scheduling work to be performed, etc.
 - j. Set up and monitor Building and Maintenance budget.
 - k. Perform other tasks as required.

Qualifications:

- 1) College or Associates degree preferred. If no degree, appropriate certifications in maintenance/engineering or equivalent experience.
- 2) Mechanical knowledge and previous maintenance and supervisory experience
- 3) Ability to communicate effectively with good interpersonal skills
- 4) Ability to organize and prioritize time
- 5) Ability to prepare and implement budgets
- 6) Ability to maintain confidentiality
- 7) Must be physically able to perform required duties and lift a minimum of 50 pounds

Accountability:

- 1) The Facility Manager is accountable to the Business Administrator.

12/22/2021