

Church Facilities Manager

Position Classification: Full Time/Hourly (30 hours/week)

Position Reports to: Pastor of Santa Clara de Asis

Position Summary:

The Facilities Manager will oversee the management and operations of all the physical facilities of the church. Provide oversight and responsibility for the buildings, grounds, parking lots, equipment, building systems, general security, and housekeeping, ensuring the facilities are fully operational, safe, clean and neat, and prepared for services and ministry activities. Oversee and perform maintenance/repairs for the church building, equipment (HVAC, electrical, plumbing, mechanical) and property, or act as church representative with outside contractors and inspectors coming onto the property or into the building.

Responsibilities:

Duties include but are not limited to the following:

Essential Functions:

- Manage all work related to the maintenance and repair of facilities (including but not limited to building inspections, HVAC, plumbing, electrical, custodial, landscape, waste management and security)
- Ensure all church facilities and grounds are well maintained and ready for Sunday Masses and mid-week events
- Coordinate janitorial/cleaning of the facilities mid-week, weekends, and as needed
- Responsible for purchasing and maintaining supplies and equipment on an on-going basis
- Serve as primary contact for facility related emergencies, which may require evening and weekend work
- Oversee and provide event coordination. Ensure proper scheduling of set up and take down for meetings, special events, Masses, classes, and otherwise as directed
- Work with appropriate government agencies to ensure that buildings are safe and meet current code requirements; Must be familiar with and ensure compliance of OSHA regulations and standards
- Implement, monitor, and follow policies and procedures designed to improve operations, minimize operating costs, and provide efficient use of labor and materials
- Maintain expenditures related to the building, facilities, and grounds repairs and maintenance in accordance with the approved budget
- Schedule and coordinate work with outside contractors, as necessary

Qualifications and Experience:

- Knowledge of the practices, methods, and equipment utilized in facility maintenance, construction, and repair activities; including basic skills and abilities related to plumbing, janitorial, electrical systems, painting, carpentry, construction and heating and air conditioning systems
- Knowledge of security practices and protocol related to facility management
- Knowledge of safety practices and applicable regulations
- Strong computer skills with proficiency in all Microsoft Office software

- Strong analytical and problem-solving skills
- Knowledge of the approaches and techniques involved in budgeting, labor relations, contract management, project management, record keeping, etc.
- Capable of coordinating multiple tasks and adjusting to the changing priorities, meeting deadlines, and scheduling of a growing church
- Demonstrate a strong work ethic and take initiative
- Ability to multi-task in a fast-paced environment, balance competing priorities and tight deadlines, work under pressure and remain flexible
- Must be able to use discretion and maintain confidentiality at all times
- Demonstrate sound judgment in decision making
- Understanding of and alignment with the core values, mission and vision of the church

Education and Certifications:

- Maintenance and technician certifications are preferred
- Minimum of (2) years in facilities management or related occupation; Experience in one or more of the technical areas of HVAC, Electrical, Electronics, Plumbing, Locksmith, Security Controls, Gardening & Landscaping, Construction, or an equivalent combination of education and experience sufficient to successfully perform the duties and responsibilities of the job as listed above

Physical demands:

The physical demands described here are representative of those that must be met by an employee to safely and successfully perform the essential functions of this job.

- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, bending, lifting, balancing, walking, stooping, kneeling, crouching, crawling, and handling of materials.
- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things
- Ability to lift/carry, up to approximately 50 pounds frequently, and occasional lifting/carrying of equipment weighing up to approximately 75 pounds may be required
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more)
- Visual abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

Work Schedule:

Employee will be required to work 30 hours of per week, including some weekends, evenings and holidays. Overtime may be required based on event demands.