



## FACILITIES COORDINATOR

### I. IDENTIFYING INFORMATION

**Position Title:** Facilities Coordinator  
**Status:** Part Time, 8-12 hours per week  
**Reports to:** Director of Administration

### II. PRIMARY FUNCTION OF THIS POSITION

The Facilities Coordinator oversees and supervises all aspects of maintenance and project planning for parish-wide buildings and churches.

### III. POSITION CONTENT

#### A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Coordinate with the Buildings & Grounds committees on the maintenance of parish facilities
  - Meet annually with the Buildings & Grounds committee members to review maintenance needs at all parish facilities
  - Communicate with the buildings & grounds leads regularly as projects are planned and executed
2. Orchestrate and execute the Parish Maintenance Plan
  - Work with the Pastor, Finance Committee and Pastoral Council to prioritize projects
  - Keep detailed notes, estimates and records of all past present and future maintenance projects
  - Become familiar with all facility infrastructure and systems (HVAC, electrical, plumbing, masonry, etc.)
3. Gather and compile quotes on all capital projects
  - Build and maintain our network of contractors and technicians who are qualified to perform jobs for the parish
  - Compare quotes on the same scope of work
  - Communicate with contractors throughout the course of each project
4. Purchasing supplies for maintenance as needed
5. Maintains open file of emergency systems, i.e. plumbing, electrical, fire, sewage, underground tanks, etc.

**IV. POSITION SPECIFICATIONS/REQUIREMENTS**

**A. SKILLS, KNOWLEDGE AND/OR ABILITIES (SKAs)**

- Must have necessary understanding of construction and maintenance concepts
- Must have good interpersonal communication skills
- Must have ability to organize and prioritize time
- Must have ability to supervise others
- Must have ability to maintain confidentiality

**B. EDUCATION, TRAINING AND/OR EXPERIENCE**

- Three or more years experience in a variety of skilled trades
- Three or more years supervisory experience in construction project planning

**V. WORKING ENVIRONMENT**

- Flexible hours
- Some evening meetings required
- On-call availability required
- Possibility for remote work

**VI. COMPENSATION**

- \$30-\$35 per hour

Employees of St. Henry Catholic Parish will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Henry Catholic Parish. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

**VII. ACKNOWLEDGEMENT**

**I have read, understand and agree to perform all job duties and requirements outlined in this job description.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**