



JOB DESCRIPTION –FACILITIES SITE MANAGER

I. IDENTIFYING INFORMATION

Position Title: Facilities Site Manager

Status: Full-time; Exempt, 12 month

Reports to: Director of Facilities

II. PRIMARY FUNCTION OF THIS POSITION

The Facilities Site Manager answers directly to the Director of Facilities. Along with a supervised staff of skilled, semiskilled, unskilled trade personnel, and contractors, the Site Manager oversees all activities related to the daily operation, repair, cleaning, and maintenance of their assigned campus.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

- Ensures adherence to rules and guidelines set forth by the Pastor, Family Leadership Team, and The Director of Facilities Operations
- Ensures compliance of all, Federal, State, and Local, laws and ordinances, and regulations that pertain to safe and compliant campus operations.
- Ability to comply with all Specs, Best Practices, Operating Procedures implemented.
- Purchases and Maintains inventory of cleaning, maintenance, and specialty supplies from approved vendors and suppliers, and holidays will be required.
- Works directly with Contractors to ensure proper completion of work.
- Ensures the campus is maintained in a clean, safe and secure manner.
- Makes both interior and exterior repairs as directed and needed.
- Performs Repairs, Maintenance, and Cleaning as needed.
- Maintains a good working rapport with School and Parish Staff

- Will be responsible for the exterior appearance of assigned campus; this includes mowing and trimming.
- Maintains a good working rapport with all Family Ministries

IV. POSITION SPECIFICATIONS/REQUIREMENTS

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

- Must have excellent interpersonal communication skills
- Must have good organizational skills
- Must have the ability to present oneself professionally
- Ability to troubleshoot physical plant issues.
- Ability to supervise and manage personnel.
- Ability to work cooperatively with a variety of people.
- Knowledge of how the parish operates
- Proficiency with facilities-based technology, software and website applications
- Ability to multi-task with various competing demands and numerous interruptions
- Proven ability to handle confidential information with discretion
- Excellent organizational skills
- Demonstrated professional maturity
- Ability to meet deadlines.
- Ability to prioritize and be flexible.
- Ability to lift to 80 pounds.
- Ability to work in all climates.
- Must be willing to think outside the box and try new things
- Must be reliable and able to work independently
- Must be able to maintain confidentiality

B. EDUCATION, TRAINING AND/OR EXPERIENCE

Two to five (2-5) years of facilities experience to meet expectations noted above.
Working knowledge of Church teachings, the liturgical year, and the willingness to continue learning.

VI. WORKING ENVIRONMENT

This position is generally a Monday- Friday workday position, 8 hours per day. It may require evenings and/or weekend work, on occasion. Daily Hours on campus are expected 7:30 – 4:30. Site Manager is expected to be on call 24 hours per day, 7 days per week. On call scheduling is planned to be once every 5 weekends.

Employees of The Family of the Most Holy Eucharist will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of The Family of the Most Holy Eucharist. 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