



JOB DESCRIPTION

Facilities Manager

I. IDENTIFYING INFORMATION

Position Title: Facilities Manager

Status: Part-time, hourly 16 hours per week, 12 months

Reports to: Parish Family Business Director

II. PRIMARY FUNCTION OF THIS POSITION

The Facilities Manager is responsible for the efficient scheduling, operation, and maintenance of the Church properties with a particular eye toward marketing and managing the Parish Center. Position also includes the general maintenance oversight of other buildings and grounds, with the support and collaboration of other staff members and support councils of the parish. This position has one direct report who will assist in the maintenance of the church properties and grounds.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

- Coordinate with the Business Director for the care of all buildings and grounds of the Parish Facility and in coordination with the Office Manager, manage the promotion, use, and maintenance of the Parish Center.
- Create and manage a preventive maintenance schedule for the parish buildings.
 - Inspect and report on building damage or malfunctioning equipment and make necessary adjustments or repairs (with Business Director.)
 - Recruit and employ the aid of a Facilities Sub-committee of the Parish Council for input and support.
 - Meet annually with representatives of the Fire Department, Building Inspectors for the safety and security of the premises.
 - Remain on-call with security company for building or safety problems.
- Manage inventory and proper storage of on-site tool supply and machinery.
- Maintain service/maintenance records, warranties, etc. through a database.
- Ensure scheduling and proper set-up for classrooms, activities, meetings, receptions, and special events in the Parish Center through coordination with the Office Manager.
- At times, serve as on-site contact/security for evening/weekend events.
- Coordinate with all contractors for work completion.
- Perform additional duties, as directed by the Pastor and Business Director.

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE, AND/OR ABILITIES

- Minimum two years business or management experience.
- Ability and willingness to be a hands-on manager who leads by example.
- Ability to delegate responsibilities to appropriate staff and volunteers as needed.
- Effective communicator with management as well as the maintenance staff.
- Dependable and able to work *occasional weekends and evenings* based on the schedule of services and events.
- Must be able to present oneself professionally and maintain confidentiality.
- Must have ability to prioritize and to be flexible.

B. EDUCATION, TRAINING, AND/OR EXPERIENCE

- 4-year college education preferred.
- Skill or background leading and directing small groups of volunteers.
- Experience using and storing maintenance tools and machinery.
- Ability to use basic computer skills (Microsoft Word, Excel, email, etc.)
- Open to managerial or ongoing training.
- Must pass a background check and comply with the Archdiocesan Child Protection Policy.
- Common sense required.

V. WORKING ENVIRONMENT

The Facilities Manager has a desk and a computer terminal in the office area. The main areas of concern surround the Parish Center but include the larger scope of parish buildings and grounds.

This position could require evening and/or weekend presence and an unpredictable schedule. The work requires general strength, flexibility, and the physical capacity to climb, crawl or work in a standing, sitting or kneeling position. Must be able to transport items weighing as much as 50 pounds.

Employees of St Xavier Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St Xavier Church. 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.