



## Position Description

<b>Position Title:</b>	Director of Facilities
<b>Reports to:</b>	Parish Administrator
<b>Direct Reports:</b>	Custodial and Maintenance Staff and volunteers
<b>Provides work direction to:</b>	Custodial and Maintenance Staff and volunteers
<b>Receives work direction from:</b>	Parish Administrator and Pastor
<b>FLSA:</b>	Exempt
<b>Date:</b>	May 1, 2019
<b>Schedule:</b>	12 months, Full Time. The nature of the work and the Church's schedule of activities requires scheduling flexibility and the incumbent will work with the team leader to arrange a schedule that meets the needs of both the Parish and the individual.
<b>Benefit Eligible:</b>	Yes

**Purpose of Position:** Oversee the overall operations of the buildings and grounds. This includes all preventive maintenance, repairs, cleaning and upkeep of the physical plant and grounds. Work cooperatively with the pastor and Parish Business Administrator and Department Heads to provide an efficient, safe and effective pastoral environment for ministry performed within the guidelines of the parish mission statement. This is a very "hands on" position.

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**Preamble:** We are a Eucharistic body sharing our faith journey and growing ever closer to God. Church employees are expected to conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church and their behavior must not violate the faith, morals or laws of the Church or the Archdiocese. The position requires that the incumbent be an active member of the Roman Catholic Church.

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**GENERAL RESPONSIBILITIES (\*):** Employment in and by the Catholic Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. This position does not require that the employee be Catholic. It is expected, however, that all employees will respect Catholic doctrine and religious practices. Reasonable accommodation for the religious practices of employees not of the Roman Catholic faith will similarly be provided.

### 1) REPRESENTATIVE RESPONSIBILITIES (\*):

- A. To be present, on time and ready for work at all times that the position requires. Includes recognizing when situations require more efforts, seeking approval to put in more time if needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
- B. Help create a productive environment, where there is harmony, good morale, and cooperative teamwork; evaluate and take corrective action as appropriate. Help to facilitate effective communication between employees and volunteers at the parish.
- C. Perform the job in a manner consistent with moral, ethical, legal, and financial standards of civil and canon law, and Catholic Church teaching.

- D. Maintain professional standards of confidentiality.
- E. Recognize, foster and maintain appropriate boundaries with fellow employees, parishioners, visitors and vendors.
- F. Other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.

2) **DIRECTOR DUTIES** (\*). At all times, maintain a safe and welcoming environment for all who visit or use the parish and school facilities.

- A. Staffing. Supervision of all employees in the Facilities Department.
  - a. Interview and hire, in collaboration with Parish Administrator, all facilities employees.
  - b. Train, supervise and evaluate all members of the department
  - c. Establish goals, objectives and standards of performance for members of the department
  - d. Develop and implement operating procedures, evaluating work assignments to assure reasonable and equitable workloads
  - e. Provide continuing education opportunities for members of the Department.
  - f. Manage staff schedules and adjusting as necessary; approving time off and time cards.
- B. Facilities Scheduling and Campus Security.
  - a. Work collaboratively with the Office Coordinator to offer recommendations on the scheduling of facilities; ensuring appropriate custodial coverage, set up needs and supervision as appropriate.
  - b. Monitor the schedule of parish and school activities to arrange for the locking and unlocking of buildings on a daily basis. This includes coordination of security alarm systems.
  - c. Manage the key system and logs for all facilities. Oversee building access control and security cameras
- C. Preventative Maintenance.
  - a. Prepare and oversee a preventative maintenance program; identify existing and potential facility issues; write proposals and corresponding action plans; maximize in-house capability to service and repair plant facilities, equipment and systems; assist with mechanical, electrical and plumbing repairs as necessary; maintain appropriate records including work orders, preventative maintenance activities and staff records.
  - b. Periodically inspect buildings, grounds and equipment to assure conformance to established standards and policies.
  - c. Participate in insurance inspections and claims investigations; serve as liaison with fire chief and building inspectors
  - d. Oversee compliance with all relevant federal, state and local laws including building and safety codes.
  - e. Serve as the site coordinator for OSHA.
- D. PACE and PRISM. Work collaboratively with the Parish Administrator to ensure appropriate documentation is submitted for the annual PACE/PRISM submission to the Archdiocese/Catholic Mutual. Ensure compliance throughout the year with the PACE/PRISM requirements.
- E. Facilities Committee. Serve as the staff liaison to the Facilities Committee, providing communication to the Parish Administrator on the work of the committee.
- F. Capital Improvements. With the committee, oversee the capital improvement schedule with a 10 year vision of capital needs at the facilities. Maintain the schedule each year. Create requests for proposals and negotiate contract/vendor proposals. Evaluate completed work to ensure that all specifications and needs have been met.
- G. Vendor Relationships/Contracts. Maintain all vendor relationships for facilities and major equipment. Provide necessary contracts for the Parish Business Administrator for review and

- approval. Ensure that all contracts are approved and maintained by Catholic Mutual. Engage outside workers (contractors) for certain repairs as needed.
- H. Training and Seminars. Attend annual Archdiocese General Insurance Seminar and other pertinent training and seminars for the position.
  - I. Recordkeeping. Maintain accurate records and files of all activities, chemicals and equipment as well as mechanical repairs and replacements.
  - J. Budget. Monitor expenditures and budget for the Facilities Department.
    - a. Purchase supplies as needed for janitorial, grounds and maintenance of buildings
    - b. Negotiate service contracts.
    - c. Approve all invoices
    - d. Monitor expenditures to stay within budget.
    - e. Recommend annual budget amounts for janitorial supplies, utilities, repairs and maintenance and capital expenditures.
  - K. Meet on a regular basis with the Parish Administrator for review of the Building and Grounds operations.

While the list above highlights the primary responsibilities of the position, it is understood that the list is not all-inclusive and that the employee may, on occasion, be assigned additional tasks or asked to assist on projects that are not specifically identified in this position description. The effort required for such additional tasks will be consistent with the mental and physical demands of this position.

I have reviewed this position description and understand what is expected of me. I also understand that this position description may change as the needs of the parish change.

Employee's signature \_\_\_\_\_ Date: \_\_\_\_\_

I have reviewed this position description and agree that it is an accurate representation of the responsibilities expected to be performed by the incumbent.

Supervisor's signature \_\_\_\_\_ Date: \_\_\_\_\_

**POSITION TITLE:** Director of Facilities

**DATE:** May 2019

**Qualifications:**

- Minimum of five (5) years in management of plant/facilities required
- Minimum of five (5) years of supervising staff required
- Bachelor's Degree in engineering, architecture or related field preferred
- Boiler Operator's license (preferred, not required)
- Experience in working with vendors and outside contractors.
- Ability to direct and empower custodial staff with positive direction.
- Successfully complete standard Archdiocese Background Checks and Virtus training.
- Successfully complete pre-employment physical as required by employer.
- Flexibility working the schedule outlined for the position on a regular basis.
- A "hand's on" approach willing to help as needed.

**Mental demands:**

- Parish work may expose the employee to information of a confidential or sensitive nature and the ability to maintain strict confidentiality is an absolute requirement of this position. Failure to appropriately safeguard confidential information will be grounds for immediate dismissal.
- Ability to foster and maintain appropriate boundaries with fellow employees, volunteers, parishioners, visitors and vendors and to conduct oneself in a friendly, cooperative, courteous and professional manner.
- Ability and openness to work in constructive collaboration with the parish business administrator, pastor and parish staff and to accept direction and guidance from the pastor.
- Possess the ability to provide clear and accurate direction.
- Possess the ability to follow directions and work without supervision.
- Ability to successfully manage multiple tasks simultaneously.
- Ability and openness to work in constructive collaboration with other team members.
- Exhibit promptness and dependability.
- Must exhibit patience, understanding and calmness in chaotic situations.
- Knowledge of current technology, willingness to remain current with technological advances
- Comprehensive knowledge of equipment and facility maintenance programs and procedures
- Considerable knowledge of safety principles and practices
- Ability to identify and recognize unsafe conditions and work practices

**Physical demands:**

- Speak and write in order to communicate with parishioners, families, and colleagues
- Move throughout the campus buildings, including walking up and down stairs
- Frequent lifting and carrying items of up to 20 lbs.
- Frequent twisting or bending at the waist or reaching overhead
- Frequent sitting at a desk using computer, keyboard and mouse
- Able to climb up and down ladders.
- Able to tolerate hazardous waste and chemicals using proper safeguards and precautions.
- Able to operate power equipment.
- Able to walk, stand, sit, kneel or bend as needed.
- Able to drive parish vehicles and equipment.