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**Facilities Manager**

Reports to: Director of Operations Issue Date: June, 2020

**Job Summary**: The Facilities Manager maintains the physical assets of the parish in order to sustain the ongoing operation and support the future growth of the parish. The Facilities Manager assists the Director of Operations, parish staff, and volunteers in the development, implementation, enhancement, and maintenance of programs to meet the physical needs of the parish. The Facilities Manager is a part-time position.

**Essential Job Functions:**

* Maintain all buildings, equipment, machinery, and grounds in proper and safe condition in all areas of the parish property
* Establish and execute a preventative maintenance plan for all buildings, grounds, and appropriate equipment to ensure safety, reliable operation, and compliance with code requirements
* Identify contract work that requires outside vendors, participate in the selection of vendors, and oversee their activities
* Supervise other maintenance employees and volunteers
* Serve as a liaison with the custodial employees
* Maintain grounds equipment; coordinate snow/ice removal and landscaping
* Assist the Director of Operations in the establishment of short-range and long-range plans for facility maintenance and upgrades
* Ensure compliance with OSHA regulations and standards; ensure others, including contractor and volunteers, are trained and work in a safe manner
* Be on-call and available to assist in emergency situations related to the parish facilities
* Prepare a summary report of the parish facilities for Parish Council meetings, as requested
* Attend Parish Staff meetings, as requested
* Understand and align with the mission and vision of Resurrection Catholic Church and School.

**Qualifications:**

* Knowledge of mechanical maintenance, electrical, plumbing, carpentry and safety operations
* Ability to plan and execute necessary processes for maintaining and repairing buildings, equipment, and grounds
* Ability to effectively troubleshoot, solve problems, and develop action plans
* Strong supervisory, interpersonal and communication skills
* High school degree or equivalent
* 5+ years in maintenance and facilities management

**Other Competencies**: Able to relate well with others, dependable, accurate, attention-to-detail, self-motivated, polite and tactful.

**Physical Demands:**

* Perform physical activities that require considerable use of your arms and legs and moving your whole body
* Use hands and arms to handle, install, position, and move equipment and materials
* Ability to lift or carry up to approximately 50 pounds on a regular basis
* Physical mobility and endurance to perform tasks while standing/walking for extended periods of time