

**FACILITIES MANAGER**  
**ST. JOSEPH, PILLAR OF FAMILIES**  
(Holy Angels, Sidney; Sacred Heart of Jesus, McCartyville;  
St. Michael, Fort Loramie; and Sts. Peter & Paul, Newport)

**Position Title:** Facilities Manager  
**Status:** Part -time, Hourly, 18 to 22 hours per week  
**Reports to:** Director of Administration

**PRIMARY FUNCTION**

The Facilities Manager oversees and supervises all aspects of maintenance, including the maintenance staff, in a safe and effective manner for the St. Joseph Pillar of Families (“Family”). Works closely with the Buildings and Grounds Committee of each parish.

**MAJOR POSITION RESPONSIBILITIES**

Oversees the maintenance and needed improvements to all real property of the Family of Parishes

- Assures the proper supervision of any major construction, improvement, or repair, in accordance with the guidelines of the Archdiocese of Cincinnati and in coordination with the Director of Administration and the Buildings and Grounds Committee for each Parish
- Assures the timely solicitation and review of bids and quotes and the negotiation of contracts
- Assures the establishment and proper monitoring of preventive maintenance programs for all Family properties, including repairs, upkeep, and contracts for maintenance
- Oversees the maintenance and operations of all Family cemeteries
- Oversees the establishment of proper security systems (buildings, keys, files, etc.)
- Oversees the rental/use of all campus spaces that are available to rent/reserve
- Maintains confidentiality in all Family matters

Instructs and monitors maintenance staff in general custodial tasks

- Trains maintenance staff
- Establishes daily work assignments
- Supervises grounds maintenance
- Maintains clean and safe environment on all campuses
- Works with volunteers

Performs as an operations technician

- Oversees/Maintains buildings and equipment in state of repair as to provide continuous effective operations
- Oversees/Performs routine repairs and obtains necessary certification if required

Responsible for communication with appropriate persons

- Communicates parish personnel policies to maintenance staff
- Maintains channels of communication with Director of Administration
- Verifies contractor activity
- Accompanies all inspectors (fire, health, insurance, EPA, etc.) on their rounds
- Works with Family Grounds Committees

Purchases supplies for maintenance as needed

- Maintains a cost-effective inventory of supplies and tools, within the budgeted guidelines
- Refers all supplier contracts to Director of Administration as directed

- Verifies receipt and condition of supplies
- Attends seminars per Archdiocese of Cincinnati guidelines and/or as requested by Director of Administration

#### QUALIFICATIONS

- Must have necessary mechanical skills
- Must have good interpersonal communication skills
- Must have ability to organize and prioritize time
- Must have ability to perform outlined tasks
- Must have ability to maintain confidentiality

#### **EDUCATION, TRAINING AND/OR EXPERIENCE**

Two to four (2-4) years facilities management required, boiler certification desired.

#### **WORKING ENVIRONMENT**

This position may require some evening/weekend work hours.

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