

## **Director of Facilities**

Parish Family 28:

St. Joseph, Issaquah – Mary, Queen of Peace, Sammamish – Our Lady of Sorrows, Snoqualmie

## **Overview**

### **Salary Range**

80,000-90,000

### **Position Type**

Full Time

## **Job Ad**

The Director of Facilities will ensure the proper maintenance and improvement of the buildings and grounds of four campuses, including St. Joseph School's additional campus in Snoqualmie. This new position will manage the operations of maintenance, repair and improvement, and safety and security, while supervising staff, contractors and volunteers who assist with daily custodial and maintenance needs.

## **Job Description**

### **I. Position Purpose**

The Director of Facilities will ensure the proper maintenance and improvement of the buildings and grounds of four campuses to ensure that the Parish Family can carry out the mission of the Church of forming disciples of Jesus Christ at Mary, Queen of Peace in Sammamish, St. Joseph in Issaquah and Our Lady of Sorrows in Snoqualmie, as well as St. Joseph School campus in Snoqualmie. This is carried out by managing the maintenance operations, completing necessary repairs and improvements, and seeing to safety and security, while also supervising others who assist in this work.

### **II. Major Duties and Responsibilities**

#### **General**

- A. Carries out the mission of Catholic Church, guided by the vision of the Pastor.
- B. Works with the Pastor, Principal and Director of Operations to develop, direct and implement operations and maintenance work plans and corresponding budgets.
- C. Participates in staff activities, including staff meetings, as requested by the Pastor.
- D. Works to stay current in knowledge and skills related to job responsibilities.
- E. Other duties as assigned by the pastor.

#### **Supervisory**

- A. Supervises all Parish Family maintenance employees, contractors and volunteers, as well as their schedule of work and materials needs.

B. Delegates where appropriate, ensuring proper knowledge, ability and training of those to whom work is entrusted.

### **Maintenance**

A. Compliance with all laws and Archdiocesan policies regarding grounds and building safety, building codes, etc.

B. Creation and execution of a maintenance schedule.

a. Especially regular inspection of Parish Family facilities and subsystems (HVAC, fire safety, rainwater control, electrical, etc.)

b. Especially hiring and interfacing with necessary contractors, as well as reviews of current contracts for market rates and responsiveness.

### **Repair and Improvement**

A. Repair of damaged and broken aspects of buildings and grounds.

B. Creation and updating of a prioritized list of necessary and soon-to-be-necessary campus and building improvements.

C. Interfacing with contractors, including:

a. Scoping projects, obtaining bids, negotiating contracts, and working with the Pastor, Director of Operations and Archdiocese for final approval and execution of contracts.

b. Serving as Parish Family project manager on contracted projects.

D. Develops capital assessment for each campus for long-term planning needs.

E. Staffs Facilities Committees for wider engagement and assistance.

### **Safety and Security**

A. Leads a Safety Committee, and maintains a vigilance for present or potential issues, acting effectively to correct or protect persons and property from danger or damage. Provides training for staff and volunteers, and works with contractors and vendors, to ensure the safe performance of work duties. Ensures safety requirements and regulations are met in accordance with archdiocesan policy and civil law.

B. Interfacing with fire and law enforcement when necessary, including for inspections. Reviews security footage and submits police reports after campus incidents.

## **III. Qualifications**

Preferred Experience:

- **Progressive experience:** 5 to 10+ years of facilities experience, with management.
- **Multi-site management:** Experience overseeing operations, maintenance, and safety for multiple, geographically dispersed locations is essential.
- **Project management:** Demonstrated success in managing large-scale projects, including renovations, construction, and capital improvement projects, from start to finish.
- **Vendor and contract management:** Extensive experience in negotiating contracts, managing external vendors and contractors, and ensuring service level agreements are met.

- **Building systems:** A strong understanding of a wide variety of building systems, including HVAC, electrical, plumbing, fire safety, and security systems especially with aging facilities.
- **Compliance and regulations:** In-depth knowledge of health, safety, and environmental regulations (e.g., OSHA, EPA) and the ability to ensure all facilities adhere to them.
- **Communication:** Exceptional verbal and written communication skills to effectively report to the Pastor and manage vendor relationships. Working knowledge of computers and proficiency in software programs, including Microsoft Office applications and database systems.
- **Problem-solving:** Strong analytical skills and a proactive approach to identifying and resolving complex operational and technical issues.

To successfully perform the essential duties of this position, an individual must have complete mobility and able to:

- Lift, push pull, or carry objects up to 50 pounds
- Regularly bend, lift, stretch and reach both below the waist and above the head
- Occasionally push and pull wheeled dollies loaded with products up to 100 pounds
- Engage in full manual dexterity in both hands and wrists
- Walk in and around the facility with great frequency
- Climb ladders and gangways safely and without limitation
- Dexterity in eye/hand coordination, feet (foot pedals), manual (picking, pinching, holding, grasping), and wrist motion (repetitive flexion/rotation)
- Ability to work with chemical cleaning agents
- Willing and able to work some evenings and weekends
- Must pass background check upon hire.
- Driving is a critical portion of this role and so eligible candidates must possess a vehicle, valid Washington driver's license and insurance to travel between campuses.