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## ST. PIUS X PARISH

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# Employment Opportunity

**Date:** August 25, 2021

**Reports To:** Business Manager

**Position:** Maintenance Manager

**Deadline:** Until filled

**Status:** Fulltime - Exempt

**Practicing Catholic:** Preferred

**Job Responsibilities:** The parish community of St. Pius X is seeking a fulltime Maintenance Manager who will be responsible for gathering facts and making decisions essential to the day-to-day operations of the parish and school that include managing the design, planning, construction and maintenance of buildings and other facilities for the parish. The Manager is responsible for overseeing the work of two fulltime and one parttime staff as well as pro-active facility maintenance and repair, including preventive maintenance of HVAC, electrical, plumbing, janitorial, and mechanical systems, planning, budgeting, managing facility emergencies which may occur, managing all repair and maintenance for the parish and school properties, scheduling of facility modifications including estimates on equipment, labor materials and other related costs and attend staff meetings, diocesan meetings, and other meetings as appropriate and requested. The ideal candidate must also be able to negotiate contracts with suppliers and contractors in order to ensure the highest quality service in the most cost-effective manner.

**Qualifications for the position:** Strong basic knowledge in facilities management, facility inspections, mechanics, plumbing, electrical, painting, access control surveillance system, and fire controls is essential for this position. Other required skills include ability to read and interpret drawings, blueprints, and manuals, knowledge of local, state and federal requirements for equipment inspections, knowledge of occupational hazards, safety, codes and regulations in primary area of responsibility; excellent oral and written communication; ability to multi-task, be flexible but meet deadlines when required, establish good organizational skills and establish priorities; exhibit initiative, responsibility and flexibility; the capacity to maintain a peaceful and cooperative working relationship with all building personnel and guests; and the ability to maintain all information highly confidential. Physical requirements include the ability to exert 50 to 100 pounds of force occasionally and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. A college degree is preferred; mechanical training and certification is preferred. A minimum of five years prior management and related experience is required.

Offer of position is contingent upon successful completion of a mandatory background screening and the VIRTUS "Protecting God's Children" program. Salary is commensurate with education and experience. All benefits are according to Columbus Diocesan policy.

Send cover letter, resume, salary requirement and references to Brenda Brammer, Business Manager at [bbrammer@spxreynoldsburg.com](mailto:bbrammer@spxreynoldsburg.com).