



**Job Title:** Facilities Manager

**Written/Revised:** 9/02/2021

**Parish:** St. Philip the Apostle

**FLSA Code:** Non-Exempt (Hourly)

**Responsible to:** Pastor

**Status:** Full-time (40 hours/week)

**The Facilities Manager** is an essential role in maintaining all campus buildings and ground. Regular attendance and punctuality is essential for this job. The position is expected to use sound professional judgment in carrying out duties and responsibilities.

### **I. JOB SUMMARY**

Maintain a clean and safe working environment for all staff and visitors by personally performing the following essential job responsibilities. The position must provide routine and preventative maintenance on equipment and interior and exterior of all buildings, perform mechanical duties and all other duties as assigned.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined by the Parish, Diocese, and Canonical Law.

### **II. ESSENTIAL JOB RESPONSIBILITIES**

1. Sweeps, vacuums, mops, scrubs, waxes, and polishes floors using industrial vacuum cleaners and scrubbing and buffing machines.
2. Perform minor plumbing, electrical repair, carpentry work and painting. General repairs include but are not limited to replace broken windows, repair doors, door locks and installs interior features such as blinds etc. strong basic knowledge in mechanics, plumbing, carpentry, electrical, painting, gas motors, hydraulics, hot water and steam boilers and the use of a chainsaw.
3. May also sweep walks, rake leaves, cut grass, trim trees and bushes, water and care for plants as needed, remove snow, or perform other incidental seasonal tasks. Dispose of litter internally and externally throughout the campus
4. Empty trash cans and replace liners.
5. Re-fill soap supply dispensers
6. Inspect and treats boilers on daily basis during winter months. Clean filters on air conditioning units during season.
7. Sometimes using ladders, dusts and washes walls, cleans ceilings, and dusts and polishes light fixtures. Washes and replaces blinds. Washes windows.
8. Moves cabinets, boxes, furniture, crates, and equipment to clean areas.
9. May remove stains from such surfaces as rugs, drapes, walls, and floors using chemicals and cleaning solutions.
10. Read and interpret equipment manuals to perform required maintenance and service. Maintains and secure all equipment belonging to the parish and inspects belts, changes oil and repairs broken parts as needed.

### **III. OTHER POSITION RESPONSIBILITIES**

1. Secure all campus buildings to ensure proper security.
2. Initiative and ability to work with minimal direction: sound professional judgment and decision-making capabilities are essential.
3. Maintain and manage inventory through ordering supplies and sending orders/invoices/quotes to parish office for processing.
4. Maintain awareness of energy conservation and make suggestions on energy conservation.
5. Conduct inspections quarterly and report outcome of inspections to parish office and/or school principal as needed.

6. Alert parish office on issues beyond routine maintenance.
7. Meet with vendors and contractors to obtain the most cost-efficient equipment and service.
8. Complies with federal, state, and local safety laws.
9. Maintains a neat and safe work area.
10. Performs other duties as assigned.

#### IV. POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Required:** Compliance with BCI&I background checks and completion of Protecting God's Children program.

**Education:** High School diploma or G.E.D. certificate required

**Experience:** Previous custodian experience is preferred

**Job Related Skills:** This position requires frequent movement about the school buildings to complete the essential job responsibilities as outlined above.

**Interpersonal Skills:** Ability to be a team player and have harmonious relationship skills when dealing with co-workers and other parish employees, families, and the general public.

#### V. PHYSICAL STRENGTH DEMANDS

The Physical Demands Strength Rating reflects the estimated overall strength requirement of the job. It represents the strength requirements, which are considered to be important for average, successful work performance.

**Heavy Work:** Exerting 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. Physical demand requirements are in excess of those for Medium Work.

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" course. Compensation is commensurate with candidate's experience.

We offer a full complement of benefits, including health, dental, vision, life, short & long-term disability, and matching 403(b). Full time benefits are according to Diocesan policy.

Please e-mail your resume and references to [Stphilip1573@att.net](mailto:Stphilip1573@att.net) or call St. Philip office at 614-237-1671 for more information.