

Facilities Manager – St. Margaret of Scotland

St. Margaret of Scotland Parish and School seeks qualified candidates for the position of Facilities Manager. The Facilities Manager oversees and is responsible for the effective, efficient, secure and safe maintenance, repair, renovation and upkeep of the parish buildings and grounds. The Facilities Manager reports to the Parish Administrator and will supervise maintenance staff members, contractors, and volunteers to ensure the parish facilities are functional, clean, secure, and safe at all times.

Salary and Benefits

- This is a full-time, salaried position with pay commensurate with qualifications
- Benefits are consistent with Archdiocesan guidelines and include health insurance, 403b Retirement Plan, paid holidays, sick days, and vacation

Key Responsibilities

- Responsible for all aspects of plant operations of the facility including electrical, plumbing and HVAC systems, general maintenance, housekeeping, and grounds maintenance
- Perform hands-on maintenance, project, and special custodial work as required
- Supervise maintenance and custodial staff, contractors, and volunteers
- Solicit and analyze proposals from contractors to perform various repairs
- Maintain and update long-term Capital Maintenance Plan in collaboration with the Pastor, Parish Administrator, and Finance Committee
- Manage and maintain supply inventory and receiving
- Maintain open channels of communication with parish and school staff
- Perform other duties per Pastor and Parish Administrator

Skills & Attitudes Required for Success in this Position

- Respect and support the mission of the Catholic Church
- Demonstrate the appreciation of the significance of this Catholic facility
- Work independently with minimal supervision and prioritize daily tasks to meet the needs of the facility
- Must be able stoop, bend, crawl, reach overhead, lift 50lbs and climb ladders to a height of 20 feet
- Must be willing to work as a team member, and demonstrate willingness to take direction from supervisors
- Previous experience with building and grounds maintenance work with strong knowledge in the areas of electrical, plumbing and HVAC systems, carpentry, maintenance equipment, security and safety
- Knowledge of basic computer skills; and familiarity with Microsoft Office tools

Work Environment

Work is regularly performed in a combination of office and shop environments and is regularly exposed to dust, odors, oil, fumes and noise.

Position Type/Expected Hours of Work

This is a full-time position. Standard days and hours of work are Monday through Friday, 6:30 a.m. to 2:30 p.m. Additionally, the position requires overnight on-call duty and the ability to work during nonstandard hours when the need arises.

Required Experience

- Knowledge of general maintenance methods, operating requirements, and safety precautions related to facilities management
- Must be a well-organized, detail and customer (internal and external) oriented self-starter