

## **Facilities Manager – St. Margaret of Scotland**

St. Margaret of Scotland Parish and School seeks qualified candidates for the position of Facilities Manager. This position 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 work with and supervise a small maintenance staff, 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
- Salary range from \$42,570 to \$58,435
- 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 small maintenance and custodial staff, contractors, and volunteers
- Oversee performance of cyclical preventative maintenance programs
- Manage work order system for general maintenance repairs across all facilities
- Supervise and assist in set-up and take-down for routine and special events
- Solicit and analyze proposals from contractors to perform various repairs
- Check cleaning contractor's work for performance compliance
- Communicate, schedule, and accompany all inspectors (fire, health, insurance, etc.) on their inspections and reports results
- Manage and maintain supply inventory
- Inspect all buildings daily and troubleshoot problem areas for corrective action
- 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
- Communicate effectively through written, telephonic, and personal interactions with a positive and understanding attitude
- 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
- Basic computer skills and familiarity with Microsoft Office tools

### **Position Type/Expected Hours of Work**

This is a full-time position. Standard days and hours of work are Monday through Friday, with hours to be determined in consultation with the parish administrator. The position requires overnight on-call duty and the ability to work during nonstandard hours when the need arises.

### **Required Education and Experience**

- Minimum of three to five years of progressive experience and responsibility in a maintenance field, two of which were holding a supervisory position directing a multi-functional maintenance staff
- Knowledge of OSHA and other environmental regulations
- 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