



## **JOB DESCRIPTION**

**Director of Facilities & Maintenance**

**Parish:** St. Catharine

**Responsible to:** Pastor

**Revised:** 4/28/2025

**FLSA Code:** Exempt (Salaried)

### **I. JOB SUMMARY**

The Campus Director of Facilities & Maintenance serves in a key director position and is responsible for directing and/or overseeing the routine and preventative maintenance of all equipment and interior and exterior structures of the St. Catharine campus. The position is expected to use personal judgement in carrying out routine duties and responsibilities assigned.

Responsible to the pastor and reporting to the Business Manager, this position acts as a liaison between the parish and school for routine inspections and safety requirements, including performing (where qualified), scheduling and record keeping of inspections and safety checks. The role is familiar with and carries out the Emergency Operations Manual and/or equivalent directives related to parish and school safety in accord with diocesan policies.

The position makes recommendations, acts as liaison to vendors and contractors, and executes plans for maintenance and strategic planning in maintaining the cleanliness and safety of the campus. The role gives input on budgets based on quotes obtained and schedules facility modifications including estimates on equipment, labor materials and other related costs.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All duties will be performed according to the established parish policies, procedures and guidelines.

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

1. Plan and schedule campus modifications, including cost estimates, as required by the Diocese Office of Facilities and Real Estate. Maintain an appropriate level of confidentiality with documents and information.
2. Directs the cleaning and maintenance of the campus including oversight of cleaning and maintenance staff and/or contractors and assists as needed.
3. Responsible for overseeing preventive maintenance of campus equipment, including HVAC, office equipment, etc.
4. Review and negotiate contracts with suppliers and contractors to ensure the highest quality service in the most cost-effective manner to the campus.
5. As delegated, manage key card access for approved users and approved times for utilization of the parish and school facilities.
6. Ensures all liability and maintenance needs are adequate.
7. Read and interpret equipment manuals and work orders to perform required maintenance and service.
8. Perform routine inspections of all parish properties.
9. Inspect completed work for conformance to blueprints, specifications, and standards.
10. Coordinate parish liability and property insurance programs. Prepare parish response to liability, legal and insurance concerns, in cooperation with Diocesan offices as appropriate.
11. Ensure good stewardship of parish and school resources relating to facilities and maintenance.
12. Inspect construction and installation progress on special projects.
13. Personally follows and enforces all safety regulations.
14. Analyze and resolve work problems, or assists others in solving work problems.

15. Attends staff meetings, diocesan meetings and other meetings as appropriate and requested.
16. Regular attendance and punctuality are essential for this job.

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

1. Administers parish facility operations in accordance with the mission of the Catholic Church.
2. Understands Catholic social teaching and applies it to parish policies and practices.
3. Participates in parish and Diocesan religious programs as directed by the Pastor.
4. Maintains a neat and safe work area.
5. Assist Pastor with projects as needed. Perform 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 degree required. BS Degree in Facilities Management preferred or equivalent training.

**Experience:** Three to five years of previous facility management experience or equivalent combination of education and experience is required.

**Job Related Skills:** Experience in maintenance trades, knowledge of business codes, familiarity with telecommunications equipment, excellent communication skills, and ability to handle multiple tasks. The position also requires frequently moving about the parish facilities to inspect and oversee. Some evening work and weekend work is required as necessary in order to attend meetings and special events.

**Interpersonal Skills:** Excellent oral and written communication and human relation skills when dealing with co-workers, other parish or Diocesan employees, families and parishioners.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed and involved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Working Environment:** The ability to maintain all information highly confidential.

### **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 (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Medium Work.