

Part-Time Maintenance/Facilities Manager
Our Lady of Fatima Parish
Posted December 13, 2014

Responsibilities:

Responsible for the maintenance of the parish buildings/grounds: Convent, Church, Rectory & Garage
Responsible for the operation and maintenance of all mechanical and building equipment, including heating and air conditioning, plumbing and electrical.

Operations:

Develops and implements: cleaning, maintenance and remodeling plans
Manages utilities and building security, lights, locked doors, etc.
Responsible for coordinating the room and equipment setup for specific parish functions.
Supervises custodial contractor, maintenance and related contractors and delegate for school liaison.
Performs repairs consisting of preventative maintenance.

Projects/Budgets/Supplies:

Responsible for the completion of all maintenance service requests as assigned.
Responsible for ordering and purchasing of maintenance and building supplies, obtaining bids and meeting with customer and sales representatives engaged in parish business. Facilities vendor contracts reviewed by the Pastor.
Works with parish building committee to inspect buildings and make recommendations to the pastor for capital projects and repairs.
Prepares annual maintenance report to the parish finance council.

Attendance:

Attends all parish and diocesan meetings related to facilities and planning.
Attends OSHA/EPA training as required and accompanies all inspectors to parish facilities.

Periodic responsibility:

Conducts periodic risk assessment and facilitates review.
Prepares annual report for cost-effective solutions to parish operations.

Miscellaneous:

Is responsible directly to the pastor or his delegate.
Maintains good communication with all parish staff members and conducts needs assessment for each staff area.
Functions as a coordinator of special projects as directed by the pastor. Serves as a member of the parish staff and attends all parish staff meetings as directed by the pastor.
Maintains confidentiality in written, oral and computerized form in areas pertaining to parish information and records.
Works Monday through Saturday, 25 hours per week as determined by needs (or emergencies) and submits a time sheet each week.

Additional:

Ability to lift heavy items / Ability to use ladder for high projects/Familiar with state issued building safety guidelines and OSHA/Well versed in buildings preventative maintenance including electrical, plumbing, HVAC/Valid driver's license/Ability to work with little supervision