

Position Title: Facility Maintenance Manager

Location: Parish & School
Status: Full Time,
FLSA: Non-Exempt
Reports to: Pastor
Supervises: Outside vendors

PRIMARY FUNCTIONS

The parish facility maintenance manager is responsible for the appearance and maintenance of the buildings and grounds. This position provides coordinated janitorial services in parish facilities (church, school, etc.) and provides set-up and cleaning services for evening and weekend activities in parish facilities.

PRIMARY RESPONSIBILITIES:

- Demonstrate mechanical aptitude with distinct and deep knowledge of the following:
 - Building trades
 - Plumbing,
 - Electrical
 - Equipment repair
 - Painting
- Must work independently and be able to make the call on when to involve an outside contractor
- Manage all outside contractors and service providers
- Work with Buildings and Grounds committee/pastor
- Work with Archdiocese on Capital Campaign expenses
- Organize and Maintain all maintenance records and warranties
- Ability to work well with supervisors, peers, guests and vendors
- Perform building inspections and identify, and perform if possible, necessary repairs
- Perform tasks with tools and ladders in a safe manner
- Have flexible hours
- Assists grounds persons as needed
- Other duties as necessary to ensure to efficient functioning of the Parish

SKILLS, KNOWLEDGE AND/OR ABILITIES

- Ability to communicate effectively, both verbally and in writing
- Strong organizational skills
- Able to work collaboratively as part of a team
- Must be able to maintain confidentiality
- Ability to lift up to 40 pounds and to have complete mobility in the buildings and grounds
- Ability to perform essential functions of the position without creating a danger to self or others
- Ability to work with minimal direction. Self-motivated
- Ability to organize and manage workload to meet deadlines
- Ability to handle multiple projects and priorities simultaneously
- Willingness to foster the Church's mission

EDUCATION, TRAINING/CERTIFICATION, AND/OR EXPERIENCE

- High School diploma or GED or equivalent education and experience
- Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct
- Must be able to complete successfully the Archdiocese of Indianapolis Child Safety Training
- Background screening required
- Valid driver's license required

WORK ENVIRONMENT

Work is performed indoors and outdoors as needed. Possible exposure to weather and temperature changes. Employee is occasionally required to attending evening meetings and work on weekends.

The physical demands and work environment characteristics described above are representative of the physical capabilities and the working conditions involved in performing the essential functions of this position. Reasonable accommodations may be made if needed to enable individuals to perform the essential functions.