

# Facilities Manager

## All Saints Catholic Church

**Role Description:** The facilities manager provides leadership and direction for the overall plant maintenance. In addition, the Facilities Manager will perform daily maintenance checks, basic repairs across the plant, and general maintenance both inside and outside. Finally, the Facilities Manager will maintain maintenance records and schedule significant maintenance and repairs as needed and approved per the Parish Expenditure Policy. The Facilities Manager will direct and oversee the duties of the part-time Custodian.

Overall, the Facilities Manager ensures the continuity of production operations and collaborates with other departments/ministries to provide the parish's overall success. The Facilities Manager reports directly to the Pastor. This is a full-time salary role with pension contributions and medical benefits.

### Role Responsibilities:

- **Leadership and Direction:**
  - Supervise construction, improvement, and repair events, monitor progress, and manage risks and issues. Provide status reports to the Pastor, Business Manager, and Finance Council as needed.
  - Solicit, review, and make recommendations on bids and quotes and negotiate contracts. This should adhere to the Quote Process and be reviewed with the Business Manager. In addition, recommendations should comply with the Parish Expenditure Policy.
  - Manage, provide guidance, and work closely with the part-time Custodian.
  - Research and evaluate new equipment and processes to improve operations' cost efficiency and effectiveness.
  - Collaborate with Archdiocese Risk Management and Catholic Mutual to ensure plant compliance.
  - Work with staff personnel, ministries, volunteers, and hired services to address their needs.
  - Weekly check-in with the Business Manager to discuss ongoing, new, and proposed projects. Provide weekly notes to the Pastor and Finance Council.
- **Maintenance Duties:**
  - Perform facilities maintenance and repairs, including electrical, plumbing, physical structures to buildings, heating, ventilation, air conditioning, general housekeeping, and maintaining plant grounds.
  - Perform preventative maintenance and identify and remedy facility and grounds issues that require attention.
  - Monitor the safety and security of the campus buildings and grounds. Ensure all city permits are current.
  - Directs and helps with furniture, supplies, etc., and sets up rooms for miscellaneous parish events.

A Complete Job Description may be found at: <https://www.allsaintsheights.com/current-employment-opportunities>

Resume and Interest letters may be emailed to: [fr.eli.lopez@allsaintscatholic.us](mailto:fr.eli.lopez@allsaintscatholic.us)