

## **Director of Buildings and Grounds St. Michael the Archangel Catholic Church**

### **Position Summary:**

Responsible for overseeing the daily operations, maintenance, and management of the physical plant, facilities, and grounds of St. Michael the Archangel Catholic Church and School ensuring that all facilities are safe, functional, well-maintained, and conducive to the spiritual, educational, and community mission of the parish and school. The Director will manage staff, coordinate maintenance and repairs, upkeep grounds, ensure compliance with safety regulations, and collaborate with parish and school leadership to plan for facility upgrades and long-term needs.

### **Facility Maintenance & Operations:**

- Oversee the maintenance and operations of all parish and school buildings, grounds, and infrastructure ensuring that all facilities are clean, secure, and well-maintained in accordance with safety, health, and environmental standards.
- Manage routine preventative maintenance schedules and repair requests and supervise maintenance staff and/or contractors, review work performed to ensure high-quality service delivery.
- Respond to facility-related emergencies as needed, including after-hours.

### **Budget & Financial Management:**

- Develop and manage the annual facility budget, prioritizing repairs, maintenance, and improvements.
- Oversee procurement of supplies, materials, and services for the upkeep of facilities and track expenditures and ensure cost-effective management of resources.

### **Health, Safety & Compliance:**

- Ensure that all facilities comply with local, state, and federal regulations, including fire safety, environmental health, and building codes, and practice on the job safety.
- Conduct regular safety audits and implement corrective actions as needed, and ensure that all security systems (alarms, surveillance, etc.) are functioning properly.
- Monitor and manage emergency preparedness plans for all parish and school buildings.

### **Facility Planning & Projects:**

- Collaborate with key parish/school leadership in planning for long-term facility needs, renovations, and capital improvement projects.
- Acquire bids, vet vendors, and negotiate contracts for maintenance related projects.
- Lead or assist with the management of major renovations, construction, or repair projects, including coordination with contractors and external vendors and monitor project progress, ensuring that it stays within budget and on schedule.

### **-Team Leadership & Supervision:**

- Supervise and provide leadership to the buildings and grounds staff, ensuring effective teamwork, professional development, and high morale and foster a positive working relationship with parish and school leadership, faculty, staff, and volunteers
- Coordinate and manage the work schedule of custodial, maintenance, and grounds staff.

### **Event Support & Facility Use:**

- Support parish and school events by coordinating space usage, setting up, and ensuring facilities are ready for activities and ensure that all spaces are prepared and maintained for external events.

**Interested applicants are invited to email their resume along with a cover letter and salary requirements to Dawn Mortus at [dmortus@stmichaelchurch.net](mailto:dmortus@stmichaelchurch.net)**