

Job Title: Facilities Manager**Revised:** 08/2021**Parish:** Our Lady of Peace**FLSA Code:** Non-Exempt (Hourly)**Directly Reports to:** Business Manager**Responsible to:** Pastor

I. JOB SUMMARY

The Facilities Manager is an essential role in maintaining all campus buildings and grounds. The position must provide routine and preventative maintenance on equipment and interior and exterior of all campus buildings, perform mechanical duties, and other duties as assigned. The position is expected to use sound professional judgment in carrying out routine duties and responsibilities throughout all campus buildings. Perform and coordinate activities to maintain and repair physical buildings and grounds.

This job description reflects management's assignment of essential job responsibilities. It does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description must be performed according to the established policies, procedures and guidelines outlined in the Parish and Diocese of Columbus policy and procedure manuals.

II. ESSENTIAL JOB RESPONSIBILITIES

Regular attendance and punctuality are essential for this job. Hours include some holiday's, overtime, evenings, and weekends.

Administrative:

1. Maintain and manage inventory through ordering supplies as needed and sending orders/invoices/quotes to the Business Manager for processing.
2. Secure equipment and supplies, and protect against pilferage, loss, theft, or abuse.
3. Create and maintain inventory logs, work logs (internally and for vendors), and budget(s).
4. Maintain awareness of energy conservation and make suggestions on energy conservation.
5. Conduct inspections of campus buildings and grounds daily, weekly, monthly, quarterly, and annually and report outcome of inspections and required outsourcing to the Business Manager (and School Principal, as needed).
6. Maintain records of scheduled and unscheduled maintenance procedures.
7. Alerts Business Manager and/or Principal on issues beyond routine maintenance.
8. Meet with vendors and contractors to obtain the most cost-efficient equipment and service.
9. Inspect completed work for conformance to blueprints, specifications, and standards.

Essential Functions:

1. Read and interpret equipment manuals and work orders to perform required maintenance and service.
2. Sweep, mop, scrub, dust, wash windows and walls; clean restrooms; dispose of rubbish, change lights, etc. Make certain all areas of the campus are kept clean, sanitary and in orderly condition.
3. Ensure all soap and sanitizers are filled and maintained in all buildings.
4. Empty all trash containers, transport materials to disposal area, and replace liners.
5. Perform minor plumbing, electrical repair, carpentry work and painting.
6. General repairs to include but not limited to replace broken windows, repairs doors, door locks and installs interior features such as blinds, etc.
7. Dispose of litter internally and externally throughout the campus.

8. Ensure safety during inclement weather to including shoveling, salting, providing slip protection on wet floors,remove debris from down spouts when clogged, etc.
9. Cut grass, weed, trim trees and bushes, water, and care for plants, as needed.
10. Monitor campus buildings for damage, litter, and general deterioration.
11. Move cabinets, boxes, furniture, among other equipment to clean areas or relocate.
12. Adhere to safety measures for cleaning, lifting, moving, and operating equipment.
13. Perform minor repair and maintenance.
14. Advise Business Manager on matters relating to mechanical equipment and/or building maintenance.
15. Perform minor painting to walls, rails, playground, and other areas of the campus.
16. Provide set-up, tear down, cleaning, etc. for evening, weekend, seasonal, among other events as requested.
17. Keep all equipment in a good state of repair and clean.
18. Apply cleaning chemicals to surfaces, buildings, among other areas according to safety procedures.

Other Position Responsibilities:

1. Complies with federal, state and local safety laws.
2. Maintain and protect operations by keeping information confidential.
3. Maintains a neat and safe work area.
4. Periodically inspect, or otherwise maintain awareness of, campus buildings and equipment to detect and prevent injuries or damage.
5. Various daily tasks as necessary including but not limited to delivery of items within the building, facilitate health/safety inspections and implement citation corrections, inspections of fire extinguishers and boiler system and assisting employees, volunteers, vendors, visitors, among others.
6. Report all suspicious activity on campus to Business Manager, as well as School Principal and Pastor.
7. Secure all campus buildings to always ensure proper security.
8. Ability to communicate and maintain good relations with all employees, volunteers, vendors, contractors, and public entities.
9. Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate, prioritize, and consistently produce accurate work, while responding to interruptions and changing priorities.
10. Initiative and ability to work with minimal direction; sound professional judgement and decision-making capabilities are essential.
11. Participate as an active member of the parish staff.
12. Attend parish, staff and other various meetings.
13. Continually monitor timeliness of projects to achieve successful completion of all tasks/projects.
14. Perform other duties as assigned.

III. 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 diploma or G.E.D. certificate required. Other certifications may be requested to obtain, employee must be able to complete upon request.

Experience: Previous experience is preferred.

Job Related Skills: This position requires frequent movement among buildings to complete the essential job responsibilities as outlined above.

IV. PHYSICAL STRENGTH DEMANDS

The Physical Demands Strength Rating reflects the estimated overall strength requirement of the job. It represents strength requirements which are considered 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 to move objects. Physical demand requirements are more than those for *Medium Work*.