



## FACILITY SPECIALIST

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### Facilities Specialist (FULL TIME)

#### **Job Description:**

Saint William is the largest Catholic Church in the Austin diocese with over 7,000 registered families, a multi-million-dollar budget, 60+ part time and full-time staff on 30 acres of property. We are a vibrant, growing parish seeking another strong member for our facilities team (full time). This person will join a strong team that is dedicated to the day to day upkeep, cleaning, set ups, and repairs that come with a busy parish.

#### **Purpose:**

Under general supervision: unlock or open buildings and classroom doors, perform specialized custodial care of buildings and grounds, perform classroom and meeting space set-ups of tables, chairs and peripherals. Lock or close buildings at night. Perform routine maintenance tasks such as changing light bulbs, cleaning ceiling diffusers and grilles, changing out air filters, some painting and drywall repairs, carpet cleaning, floor re-finishing.

#### **Duties, Functions and Responsibilities:**

1. Responsible for the day-to-day physical operations of the Church facilities including: setting up of tables and chairs, inventory control of maintenance supplies and creating a pleasing atmosphere for visitors, parishioners, and staff.
2. Support the Pastors, staff, and membership of St. William by responding to their needs in a professional manner. Must have ability to take direction from multiple sources and work alone at times without supervision.
3. Must maintain professional appearance and attitude while on campus and among all staff as well as provide a welcoming and courteous environment.
4. Support the parish by completing work orders and support all aspects of events and campus cleanliness.
5. Must have a servant leadership work ethic (Serving the needs of others) and teamwork attitude with willingness to fill in wherever needed.
7. Team members selected for maintenance: Must be able to safely operate drills, buffers, grinders, sanders, and various power saws and other powered hand tools. Perform basic plumbing installations/repairs i.e., install and repair faucets, unclog drains, replace valves, etc. Must be able to read utility meters. Perform semi-skilled carpentry work in the construction and repair of walls, ceilings, etc. Perform minor construction work including erecting partitions, building, or tearing down walls, painting. Must have working knowledge of how to read profiles/ blueprints, operate and maintain assigned equipment such as a golf cart, forklift or electric boom or scissor lift. Repair and/or maintain heating and cooling systems as required. Perform service on pumps, air handlers, exhaust fans, etc. Install or replace flooring and ceramic tile. Must have a basic knowledge of electrical circuitry, lighting and perform electrical wiring repairs.
7. Pray for 30 minutes a day
6. All other duties as assigned.



Saint William  
CATHOLIC CHURCH

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### **Knowledge, Skills and Abilities:**

- Must possess required knowledge, skills, abilities and/or experience to be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Knowledge of equipment, methods, and materials used in routine drywall, painting, carpentry, basic plumbing, and moderate levels of construction.
- Knowledge of the equipment, methods, and materials used in ground maintenance.
- Knowledge of basic electricity and plumbing.
- Knowledge of basic HAVC system operations.
- Knowledge of proper safety practices and procedures.
- Skill in reading and writing English necessary to perform assigned tasks and communicate with team effectively
- Skill in handling multiple tasks and prioritizing under pressure within time constraints.
- Skill in handling conflict and uncertain situations and recognize when to escalate notification of emergency situations to supervisor or staff member.
- Ability to lift and carry equipment or materials applicable to the work being performed.
- Ability to operate power tools and mechanical equipment safely.
- Ability to operate and maintain assigned equipment and vehicles.
- Ability to read blueprints.
- Ability to establish and maintain a good working relationship with other employees and the public.
- Ability to work with interruptions and changes in priorities.
- Ability to quickly recognize and analyze irregular events.
- Ability to learn and communicate Parish functions and timetables.
- Ability to workdays, evenings, weekends, and holidays.

### **Physical Requirements:**

Moderate. Tasks involve bending, lifting, walking, carrying, or using a force equal to lifting up to sixty (60) pounds and climbing a ladder. Must be able to stand for extended periods of time, and work in inclement weather.

### **Minimum Qualifications:**

Graduation from High School or equivalent, plus three (3) years of building maintenance. Bilingual (Spanish) preferred.

### **Licenses/Certifications:**

Must be certified in Diocese of Austin EIM within 60 days of employment and maintain certification throughout the employment period.

### **How to Apply:**

Please contact Victor Lara [vlara@st-william.org](mailto:vlara@st-william.org) or the front office to obtain and fill out an application.