

## **Our Lady of the Snows/St. Agnes Position Description**

**POSITION TITLE:** Facilities Manager

**LOCATION:** Our Lady of the Snows      **STATUS:** Non-exempt

**REPORTS TO:** Pastor

**DATE:** February 2020      **FULL OR PART TIME:** Part Time

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**Position Summary:** Facilities Manager is a professional who reports directly to the pastor. This minister assists the pastor with the stewardship of the facilities of the cluster, in accordance with canon law and diocesan policies and guidelines.

### **Essential Functions:**

1. Project manager for major repairs, renovations and capital projects in accordance with diocesan policies and federal, state and local regulations.
2. Negotiates (but does not execute) contracts with suppliers and construction firms. Obtains proper approvals from diocesan Finance Officer and diocesan Director of Property Management. Obtains insurance, workers comp and W-9 forms from contractors prior to project start.
3. Contact & support person for custodial staff, maintenance decisions, oversees inventory of grounds & janitorial supplies, orders or requisitions necessary supplies.
4. Responsible for cluster security, leasing, rental use of cluster facilities. Must follow diocesan risk management and legal guidelines.
5. Collaborates with the Buildings and Grounds Subcommittee of the Finance Council(s) for the purpose of facility planning.
6. All other duties as assigned.

### **EDUCATION, TRAINING AND/OR EXPERIENCE**

- 2-3 years experience with facilities management or maintenance
- Experience negotiating contracts
- Supervisory experience preferred.
- Knowledge and understanding of the Catholic Church and its mission required.
- Must be a member in good standing with the Church.

### **PHYSICAL REQUIREMENTS:**

- Ability to oversee maintenance functions.
- Ability to fill in for custodial work if absence of staff occurs.
- Ability to tour facilities as necessary.
- Ability to bend, stoop and crouch occasionally.