



St. Pius X Regional School / St. Pius X Church



FACILITIES MANAGER

Position Classification: Full Time (40 hours per week)

Position Reports to: Principal and Pastor

Position Summary:

This person will help advance the mission of St. Pius X Regional School and St. Pius X Church by keeping our facilities operating at peak performance so that our school and church staff can focus on Catholic education and ministry. The Facilities Manager will oversee all aspects of maintaining our 58,000 sq. ft. facility. This person must be exceedingly well-organized, proactive, and possess a wide range of skills related to facility maintenance. The ideal candidate will have the ability to handle most of the issues that arise in campuses like ours. The Facilities Manager must have a passion for the mission of our school and church and consider their role essential to accomplishing that mission. They must have an eye for detail, a commitment to excellence, and an exceptional work ethic. They must be able to develop working relationships with contractors and inspectors.

Description:

The Facilities Manager will oversee the management and operations of all the physical facilities of the school and church. Provide oversight and responsibility for the buildings, grounds, parking lots, equipment, building systems, and general security, ensuring the facilities are fully operational, safe, clean and neat, and prepared for all school and parish events. Oversee and perform maintenance/repairs for the school and church buildings, equipment (HVAC, electrical, plumbing, mechanical) and property, or act as school/church representative with outside contractors and inspectors coming onto the property or into the buildings or grounds. Serve as project manager on an as needed basis for larger repairs, replacement, or upgrades to the facilities.

Responsibilities:

Duties include but are not limited to the following:

Essential Functions:

- Manage and perform all work related to the maintenance and repair of facilities (including but not limited to building inspections, HVAC, plumbing, electrical, custodial, landscape, waste management and security)
- Ensure all facilities and grounds are well maintained and ready for the school day and church events
- Oversee the janitorial/cleaning of the facilities
- Work closely with the day porter during the school day
- Responsible for purchasing and maintaining supplies and equipment on an on-going basis

- Maintain school/church-owned vehicle, including inspection and registration
- Serve as primary contact for facility related emergencies, which may require after hours and weekend work
- Setting up and taking down tables and chairs for meetings, assemblies and special events for the school and church as directed
- Work with appropriate government agencies to ensure that buildings are safe and meet current code requirements; must be familiar with and ensure compliance of OSHA regulations and standards
- Implement, monitor, and follow policies and procedures designed to improve operations, minimize operating costs, and provide efficient use of labor and materials
- Maintain expenditures related to the building, facilities, and grounds repairs and maintenance in accordance with the approved budget
- Work with the Principal, Pastor, and accountant to report problems, solutions and costs associated with projects not approved in the budget, and provide input to development of the annual budget
- Schedule and coordinate work with outside contractors, as necessary
- Maintain and update the Facilities Manager 'How To Manual'
- Work with the Building and Grounds Committee to address any concerns raised.

Qualifications and Experience:

- Knowledge of the practices, methods, and equipment utilized in facility maintenance, construction, and repair activities; including skills and abilities related to plumbing, janitorial, electrical systems, painting, carpentry, construction and heating and air conditioning systems
- Knowledge of security practices and protocol related to facility management
- Knowledge of safety practices and applicable regulations
- Must be computer literate with knowledge in all Microsoft Office software
- Strong analytical and problem-solving skills
- Knowledge of the approaches and techniques involved in budgeting, contract management, project management, record keeping, etc.
- Capable of coordinating multiple tasks and adjusting to the changing priorities, meeting deadlines, and scheduling of the school and church
- Demonstrate a strong work ethic and take initiative
- Ability to multi-task in a fast-paced environment, balance competing priorities and tight deadlines, work under pressure and remain flexible
- Must be able to use discretion and maintain confidentiality at all times
- VIRTUS certified (Child Protection Policy of the Archdiocese of Washington)
- Demonstrate sound judgment in decision making
- Understanding of and alignment with the core values, mission and vision of the school and church
- Must be integral and committed to living a public life that is founded in Christ likeness and above reproach

Education and Certifications:

- Maintenance and technician certifications are desirable
- Minimum of (2) years in facilities management or related occupation; Experience in one or more of the technical areas of HVAC, Electrical, Electronics, Plumbing, Locksmith, Security Controls, Gardening & Landscaping, Construction, or an equivalent combination of education and experience sufficient to successfully perform the duties and responsibilities of the job as listed above

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, bending, lifting, balancing, walking, stooping, kneeling, crouching, crawling, and handling of materials.
- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things
- Ability to lift/carry, up to approximately 50 pounds frequently, and occasional lifting/carrying of equipment weighing up to approximately 75 pounds may be required
- Physical mobility and endurance to perform tasks while standing/walking for long periods of time (60 minutes or more)
- Visual abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

Work Environment:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, risk of electrical shock, and vibration. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; toxic or caustic chemicals; high, precarious places; and outside weather conditions. The noise level in the work environment is usually moderate.

Work Schedule:

Employee will be required to work a minimum of forty hours per week or as many hours as it may take to perform above job duties. Schedule may vary based on event demands and may require a combination of office hours as well as work performed after hours and/or weekends if necessary.

Details:

Full-time with benefits, salary commensurate with experience. Interested candidates should submit their resume and cover letter to Fr. Mike Jones at: pastor@spxchurchbowie.org