

**FACILITIES DIRECTOR**  
**Holy Face of Jesus Parish**

**I. IDENTIFYING INFORMATION**

Position Title: Facilities Director

Status: Full-time, Exempt, 12 months

Reports to: Business Manager

**II. PRIMARY FUNCTION OF THIS POSITION**

The Facilities Director oversees and supervises all aspects of maintenance, including the staff, in a safe and effective manner.

**III. POSITION CONTENT**

A. Major Position Responsibilities and Regular Activities

1. Instructs and monitors maintenance staff in general custodial tasks
  - Trains and reviews employee performance
  - Establishes daily work assignments
  - Reviews and approves time sheets
  - Supervises grounds maintenance at four campuses, a total of 13 buildings.
  - Works with the team to set facilities for parish events such as weddings, funerals, festivals, Holy Week Liturgies, CCD, etc.
  - Maintains a clean and safe environment in work area
  - Coordinates with volunteers and builds a relationship with volunteers to help with weather events and support Holy Face of Jesus parish safety.
2. Responsible for communication with appropriate persons
  - Communicates parish personnel policies to maintenance staff
  - Maintains channels of communication with Business Manager
  - Verifies contractor activity and completion of projects
  - Accompanies all inspectors (fire, health, insurance, EPA, etc.) on their rounds.
  - Works with buildings and grounds committee, follows through on building and grounds committee report and prioritize repairs. Review all urgent repairs with Business Manager.
3. Performs as an operations technician (mainly at Immaculate Conception and St. Lawrence)
  - Maintains buildings and equipment to provide continuous, effective operations and general cleanliness of all areas.

- Perform routine repairs and obtain necessary certification if required. Ability to ensure that repairs and non-repairs will not impact the daily parish worship or activities
4. Purchases supplies for maintenance as needed
- Maintains a cost-effective inventory of supplies and tools, within the budgeted guidelines. Operate within budget and negotiate with contractors for best pricing. Hold contractors accountable for timelines when appropriate.
  - Refers all supplier contracts to the Business Manager as directed.
  - Verifies receipt and condition of supplies. Delivers to our different campuses if needed.
5. General Responsibilities
- Attends seminars as requested by Business Manager or the parish.
  - Maintains open file of emergency systems, i.e. plumbing, electrical, fire, sewage, underground tanks, etc.
  - Supervises any major construction, improvement or repair, liaison with Archdiocese.
  - Solicits and reviews bids and quotes and negotiates contracts.
  - Establishes and monitors preventative maintenance programs for all properties, including repairs, upkeep, and contracts for maintenance
  - Maintains security of property (buildings, keys, files, etc.)
  - Is attentive to the parish calendar and various activities happening on parish grounds.
  - Ensure all 16 buildings represent Gods glory for the parish, including rest areas for parishioners.
  - Proactively address facility repairs that may need attention by monitoring Churches, halls and grounds weekly.
  - Attend daily prayer as much as schedule allows. Thursday attendance is preferred due to reviewing 3/10 with staff members.

#### **IV. POSITION SPECIFICATIONS/REQUIREMENTS**

##### **A. Skills, Knowledge, Abilities**

- Must have necessary mechanical skills
- Must have good interpersonal communication skills
- Must have ability to organize and prioritize time
- Must have ability to perform outlined tasks
- Must have ability to supervise others
- Must have ability to maintain confidentiality

B. Education, Training, and Experience

- Boiler certification desirable
- Three or more years supervisory experience in related field
- Previous maintenance experience

**V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES**

Responsible for maintaining inventory at requested levels

**VI. WORKING ENVIRONMENT**

- Evening and weekend work will be required
- On-call availability may be required due to emergencies.
- Exposure to climate changes, uncomfortable temperatures and odors.
- Works with machinery and equipment requiring considerable caution
- Frequent lifting and standing

Employees of the Holy Face of Jesus Parish will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Holy Face of Jesus Parish. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

**VII. ACKNOWLEDGEMENT**

**I have read, understand and agree to perform all job duties and requirements outlined in this job description.**

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**Employee Signature**

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**Date**