

## **ST. PAUL'S NEWMAN CENTER PARISH**

### **Facilities Manager**

Full-time, Non-Exempt Position. Hours: 40 hrs. per week, 52 weeks. Reports to the Business Manager.

#### **Position Description:**

The Facilities Manager is responsible for ensuring that parish grounds, buildings, and equipment are maintained to an exacting standard of cleanliness, safety, and functionality. The position is directly responsible for negotiating and then managing outside service provider contracts and ensuring they meet the terms and conditions of those contracts. The manager will, from time to time, directly perform work to include routine cleaning and maintenance, maintaining inventories of consumables, inspecting facilities to meet safety regulations and preventative maintenance schedules, and coordinating renovations and updates. The manager will be a member of the Parish Staff and, as such, will be responsible for recommending and then abiding annual budgets for the work they do themselves, as well as the work of outside service providers (contractors) and volunteers (as they may be sought from time to time). The manager will directly supervise part-time contract workers and the Newman Center apartment tenant. All work will be timely and held to a high standard of precision.

#### **Qualifications:**

- Demonstrated attention to detail and efficient problem-solving skills
- Ability to identify, define, and manage the resolution of maintenance needs for multiple properties
- Advanced mechanical skills and knowledge of plumbing, HVAC, and other building systems (including IT-based systems)
- Proficiency with repair tools and techniques
- Budgeting experience
- Excellent communication skills, including the ability to speak to all levels of staff, community, volunteers, and vendors
- Timely responses to internal and external communications (e.g., email and text)
- Outstanding time management, organization and prioritization abilities
- Ability to lift heavy equipment and comfortable standing or walking for long periods of time
- Experience working with Microsoft TEAMS™, Excel®, Outlook, and Word®.

#### **Experience:**

- Previous experience managing contractors and vendors
- Previous experience with custodial/janitorial and maintenance responsibilities including building and grounds, carpentry, electrical and plumbing, chemical SDS
- Previous experience with IT-based systems
- Some experience of heating/cooling systems preferred
- Experience with First aid/CPR preferred

**COMPENSATION:** negotiable, dependent on skill and experience

#### **Primary Responsibilities:**

- Monitoring the safety and cleanliness of interior and exterior areas of St. Paul's Newman Center properties, such as the church, rectory, parking lot and rental properties
- Maintaining day-to-day operations of facilities, such as delegating or completing maintenance orders
- Delegating or completing cleaning and maintenance tasks, and then reporting action via Microsoft TEAMS™
- Performing routine maintenance on facilities and making repairs as needed, including maintenance performed directly or through the efforts of vendors and volunteers.
- Scheduling and then coordinating routine inspections and emergency repairs with outside vendors
- Ensuring proper security measures for the workplace, including collaborating with security system vendors or a team of security professionals
- Creating reports on maintenance, repairs, safety and other occurrences for supervisors and other relevant staff
- Preparing facilities for changing weather conditions
- Collaborating with Business Manager and Pastor on budgeting for facilities needs
- Plan and coordinate fall and spring clean-up efforts with volunteers
- Budgeting of expenses and time

## **General Responsibilities**

- Daily update (beginning and end of day) of Microsoft TEAMS™
- Maintain inventory of maintenance equipment and cleaning supplies.
- Maintain/order inventory of pantry consumables (plates, cups, napkins, etc.)
- Management of storage areas; keep areas cleaned and organized and supplies replenished.
- Manage maintenance schedule of all heating systems e.g. oil boiler pumps, change filters. Arrange for service when needed.
- Monitor and maintain AED.
- Monitor and maintain thermostats of Newman Center, Emmaus House and Jericho.
- Monitor and maintain electrical fixtures of all properties.
- Change light bulbs and repair fixtures throughout the Newman Center, Emmaus House, Jericho as needed.
- Repair damage to walls; patching, painting and/or touch up as needed for all properties.
- Shampoo/spot clean carpets/area rugs and furniture as needed.
- Assist Administrative Assistant with responsibilities of Scheduling use of facilities.
- Coordinate/assist with set up of tables and furniture in Bishop Newell when needed.
- Evaluate and coordinate with Business Manager or Pastor when additional professional contractors should be consulted and/or hired.
- Participate in the annual budget process to provide input on maintenance needs and costs; and implement the final budget regarding maintenance.
- Parish Van: clean and vacuum, schedule maintenance and repairs, fuel when needed.
- Clean garages of the Emmaus House, 1823 Garfield (Environment Garage) and Jericho at least annually
- Clean and maintain parish gas Grills.
- Manage the phone system settings including adding and removing users, configuring phone system rules and troubleshooting problems.
- Manage the security system for the parish and properties, including issuing keys/cards, surveillance cameras and safety procedures as needed.
- Ensure compliance with Catholic Mutual Group requirements.

## Worship Space/ Environment

- Move chairs and/or furniture of Fireplace room when needed, e.g. Easter, Christmas liturgies, special occasions.
- Assist with the movement of worship environment supplies to and from storage
- Maintenance and repair of Baptismal font; preparation, installation in and removal from worship space
- Prepare and monitor Easter Fire; dismantle and store after Easter season
- Assist with the Christmas trees
- Hang and take down exterior Christmas lights
- Trim altar candles when needed.
- Coordinate changing the Blessed Sacrament Chapel candle.
- Coordinate and supervise putting up and taking down the parish tent/canopy when needed.
- Assist with other Liturgical duties as directed by Director of Pastoral Music and Liturgy or Pastor

## Exterior Maintenance:

- Painting as needed.
- Maintain tools and equipment for property maintenance.
- For outdoor events, assist with movement of picnic tables and other equipment and supplies.
- Snow removal and ice control at Newman Center, Emmaus, Jericho, 315 S 18 and city sidewalk of 1813, 1823 Garfield; maintain “ice melt” supplies; attend to icy areas before liturgies when and where needed, etc.
- Schedule Spring clean-up: clean winter debris from flower beds, under bushes, rock areas, around properties, etc.
- Start-up and maintain/repair irrigation systems.
- Trim bushes and trees of all properties in the spring, mid-summer, and fall.
- Power rake and aerate all lawns annually.
- Fertilize, insecticide and weed control throughout summer for all lawns.
- Mulching of plant beds as needed.
- Mow grass and attend to all yard needs of all properties.
- Supplemental watering of trees and shrubs

- Schedule Fall clean-up: clean debris/leaves from lawns, flower beds, under bushes, rock areas, around properties, etc.
- Clean and repair gutters and downspouts of all properties in the fall and inspect in the spring.

## **ROUTINE CLEANING RESPONSIBILITIES:**

### Twice Weekly

- Worship Space: Vacuum all carpeted areas including under pews and chairs. Vacuum in the sacristy and empty the trash. Organize songbooks in the pew and chair bookracks. Dust, pick-up litter, etc. Make sure worship space is clean before and after the weekend liturgies.
- Fireplace Room, Library, Kitchen, Bishop Newell Hall, and TV Room: Clean floors (vacuum and wet mop). Empty trash cans. Make sure all furniture is placed in a neat and attractive order. Dust and clean tables and other surfaces.
- Bathrooms: Mop floors, clean toilets/urinals, sinks and mirrors. Empty trash cans (reline when liners are soiled). Replace deodorizers as needed. Make sure there is always an adequate supply of towels, toilet paper and soap.

### Weekly

- Oversee the daily cleaning of the kitchen by the apartment tenant. This includes making sure any dishes in the sink are washed and all dishes are put away. The kitchen should always be neat and orderly, including clean countertops and stove.
- Oversee the laundering of kitchen linens and cleaning washcloths/towels by the apartment tenant.
- Emmaus House (1819 Garfield): Clean kitchen, bathrooms, and meeting rooms. Clean floors (vacuum and wet mop). Pick-up trash; empty trash and recycling cans. Make sure all furniture is placed in a neat and attractive order. Dust and clean tables, and other surfaces, etc.
- Jericho House (1800 Garfield): Clean kitchen, bathrooms, and meeting rooms. Clean floors (vacuum and wet mop). Pick-up trash; empty trash and recycling cans. Make sure all furniture is placed in a neat and attractive order. Dust and clean tables, and other surfaces, etc.

### Every two weeks

- Vacuum and dust main office excluding staff desks and personal areas.
- Vacuum copier room and equipment.
- Clean back porch: remove trash cans and recycling cans (clean if necessary), mop floor, clean surface of freezer and wash windows of doors.
- Clean kitchen range top and wipe down oven doors inside and out.

### Monthly:

- Vacuum stairway to the basement and hall at the base of the stairs.
- Sweep and clean furnace/laundry room: vacuum behind and around washer/dryer, clean windowsill, wipe down (or swiffer) all surfaces; clean stairwell to alley.
- Dust and/or clean baseboards, windowsills, corners, etc. of all rooms.
- Clean the sacristy.
- Organize and clean the custodial closet.
- Ordering/purchase cleaning supplies and equipment.
- Clean and vacuum parish vehicle. Check log to schedule maintenance and identify repairs. Fuel when needed.

### Quarterly:

- Buff and/or strip and wax floors of Newman Center as needed (at least quarterly)
- Clean and organize Newman Center pantry in conjunction with Campus Ministry
- Clean refrigerator and kitchen range inside and out, quarterly or as needed
- Clean range hood, quarterly or as needed
- In coordination with Business Manager and tenants, conduct rental property walk-throughs to identify maintenance items and identify areas of improvement with regards to the care and cleaning of the property.

### Semi Annually:

- Deep clean range inside and out including hood, top, drip trays, burners, etc.

- Wash interior windows at the Newman Center, Emmaus House and Jericho House

Annually:

- Strip and wax floors of Newman Center.
- Schedule carpet cleaning for worship space, fireplace room, church rugs and office.
- Schedule carpet cleaning for rentals: 1823, Emmaus, 1813 and Jericho.
- Schedule exterior window washing.
- Coordinate annual on-site inspection/safety survey with Catholic Mutual Group.
- Coordinate inspection and remediation of fire extinguishers at all properties.